

Your Name
Address
Post Code
Telephone
Email address

Employer Name
Company Name
Address
Postcode

(Date)

Dear (Insert Name),

I am writing to express my interest in working for your company.

At present, I work part time for (insert business name) as a customer service adviser and am now looking to progress my career in the retail industry. I am hoping that such a vacancy exists within your company.

During my time working for (insert business name), I have developed excellent customer service and communication skills, as well as a detailed knowledge of sales and an ability to assist customers with cash and card transactions.

I am exceptionally hard working, reliable, understand the importance of working well in a team and am a quick learner.

I have detailed my skills further in the attached copy of my CV for your consideration.

Should you wish to interview me, I can be available at short notice. I can provide references at the time of interview should they be required. I look forward to hearing from you.

Yours sincerely,
Your Name