



Your Name  
Address  
Postcode  
Telephone  
Email Address

Employer's Name  
Company Name  
Address  
Postcode

[Day Date Month Year]

Dear [Insert Name]

I am writing to express interest in working for you company.

I currently work part-time for [insert company 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 in your company.

During my time working for [insert company name], I have developed excellent customer service and communication skills, as well as 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

[Insert Your Name]