

Template for Cover Letter 2

Julie Swan
387 Hill St
Sydney, NSW 2000
Mob: 040020394820
jgswan@hotmail.com

24 October 2020

James Bradford
SportScene Retail
Shop 43, 55 Peel St
Tamworth NSW 2340

Dear James

Re: Retail Sales Position

I am interested in the advertised Retail Sales Position at your Peel Street Store.

I have completed Year 11 at McCarthy Catholic College and have excellent communication skills and previous experience in retail store sales. I have also carried out volunteer work at the Tamworth Art Gallery, which gave me the opportunity to work in a professional environment with many different types of people.

I believe that my positive work ethic, communication skills and customer service abilities will make me an asset to your store. I also believe that my achievements in representing my school in Netball demonstrate my ability to make a positive contribution in a team environment.

I have attached a copy of my resume. Please contact me on 02 92990709 to discuss my application further.

I look forward to hearing from you.

Kind regards,

Julie Swan



Don't forget to sign this in the space above your name.