

Covering Letter Example

Gemma Jones
143 Kings Road
Nunton
NU29 3QG
Telephone 0145 234 678
1st February 2010

Ms Lynne James
Human Resources Manager
The Fashion Company
16 High Street
Nunton
NU1 6TF

Dear Ms Jones

Re: Senior Sales Assistant

I am writing with reference to the above vacancy for the position of Sales Assistant as advertised in the Nunton Echo on 1st February 2010 and I enclose my CV for your consideration.

As you will see from the attached, I have been working at Yellow River, Nunton MetroMall, for the last five years and my experience has embraced all aspects of retail sales. My role gave me a great deal of satisfaction as I enjoy helping customers find items they are looking for and resolving problems with items they have bought previously.

I enjoy taking responsibility and am used to working under pressure. In the last five years I have only had five days sickness absence and am extremely reliable. I very much enjoy taking on new challenges and think that, with my flexible attitude and willingness to learn, I could quickly make a valuable contribution to your The Fashion Company.

I believe I am a good candidate for the role advertised and I would be happy to discuss my application with you in more depth at interview. I look forward to hearing from you in the near future.

Yours sincerely

Gemma Jones

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Dear Sir or Madam

I would like to apply for the job I saw advertised in the Nunton Echo. I have a lot of retail experience including:

- Serving customers
- Dealing with complaints
- Taking money
- Using the till
- Collecting and pricing stock

I am enthusiastic and adaptable and also willing to take on responsibility. I have achieved a good educational standard and have effective interpersonal skills as well as being able to communicate with people at all levels.

As you mentioned in the advert I have attached my CV and I am happy to answer any questions you have about me. I am available for interview at any time and look forward to hearing from you soon.

Yours faithfully

Gemma Jones