Brent Applicant

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November 1, 2018

Dear Hiring Manager:

It was with much interest that I learned from your October 21 posting on Craigslist that Acme Groceries is seeking to fill a cashier position.

As both a high school and a community college student, I worked part-time, first as a bagger and then as a cashier, for Mulligan’s Groceries in Anytown, WA. I thus have solid experience in the core qualifications you seek, including cash handling, customer service, and stocking/merchandising. Specific skills that I can offer you include:

* **Four years’ progressive experience** in retail store operations, with a strong proficiency in the use of POS technologies including barcode scanners, cash registers, telephones, receipt printers, and debit/credit card readers
* An unparalleled dedication to providing excellent service, proactively defining individuals’ needs to ensure a positive customer experience
* The willingness and flexibility to **work multiple shifts and overtime** as warranted
* Engaging communications talents, with native fluency in written and spoken English and a basic command of Spanish
* **A perfect attendance record** and unparalleled work ethic, as evidenced by four “Part-Time Employee of the Month” awards

Eager to use these skills to excel as a full-time cashier with [insert name of employer], I would welcome the opportunity to speak with you in a personal interview at your convenience. Thank you for your consideration and forthcoming response.

Sincerely,

Brent Applicant