

Example covering letter

The company address

Next
33 Chesterfield High Street
Chesterfield
CH00 4TW

Your address

99 Long Road
Chesterfield
CH68 1PP

Include the position you are applying for

Job Application: Sales Assistant (weekend)

If there is a named person to apply to in the job advert, put their name here instead

Dear Sir/Madam

This is my application for the position of Sales Assistant at the Chesterfield High Street branch of Next. Having recently completed a successful work experience placement at Topman, I am keen to take on a permanent role in fashion retail, and feel I would fit it well with your brand.

I have experience in a customer facing environment, acquired during my work experience placement and also in my role as a paper delivery assistant, a position I have held for the last two years. I am passionate about helping customers and feel that this, along with my keen interest in the Next brand (I regularly shop at your store), makes me a good candidate for this part-time role.

Highlight why you want to work for that particular company

As a student, currently studying for A-levels in Business Studies, English and Maths, I am keen to put my business knowledge to use in Next, a well-known and popular company. I am also flexible, and can take on additional hours during holidays, if this is required.

If applicable, highlight your flexibility

Key skills:

- Experience within the retail sector: Undertook a work experience placement at Topman where I served customers, operated a till and assisted with stock management
- Brand awareness: Currently studying Business Studies for A-level and achieved an 'A' in the subject for GCSE
- Social/team player: Confident and friendly in all social situations, developed through my experience as captain of my local five-a-side football team.

Point out your key skills alongside practical examples of how you have demonstrated them

Keep your examples relevant to the role

Thank you in advance for taking the time to consider my application, I have also enclosed a copy of my Resume which outlines my skills and experience in more detail. Please do not hesitate to contact me should you have any further questions.

Remember to include your Resume with your covering letter!

Yours faithfully,

If you are sending a copy via the post add your signature here

Steven Jones

REMEMBER: always check your spelling and grammar – ask someone else to have a look over it before you send it out

Tip: Avoid using too many "I"s to begin paragraphs