

Sample application letter

34 Monday Road
Papakura
09 123 1234

18 February 2013

Peter Farnham
ABC Clothing Ltd
85 Tuesday Road
Papakura

Dear Peter

Re: Sales Assistant Vacancy (vacancy number 40568)

I am writing to apply for the position of Sales Assistant at ABC Clothing Ltd, which was advertised on Trade Me on 14 February 2013.

I have enclosed my CV to support my application. It shows that I would bring important skills to the position, including:

- time management and strong organisational skills
- high-level customer service and friendly relationship management
- cash handling and sales ability
- motivation and dedication

As a Sales Assistant at a busy shoe store, I have been able to build up a strong foundation of customer service skills. Though I have really enjoyed this role, I am looking for a new challenge in my career. The Sales Assistant role with ABC Clothing Ltd would offer me a chance to grow and further develop my retail career.

I would enjoy having the opportunity to talk with you more about this position, and how I could use my skills to benefit your organisation at an interview.

Thank you for considering my application. I look forward to hearing from you.

Yours sincerely

Lizzie Long