

## Peter Smith

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101 Made Up Street, Birmingham, B1 1AA  
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Mathew Gordon  
Hiring Manager  
Dayjob Ltd  
120 Vyse Street  
Birmingham  
B18 6NF

19<sup>th</sup> March 2012

Dear Mr Gordon

I recently saw your advertisement for a retail assistant on the [www.dayjob.com](http://www.dayjob.com) website. I am very keen on the position, and this letter is an expression of my interest in the vacancy.

If you are looking for a retail assistant who is naturally friendly, helpful and has bags on initiative, then look no further. I have worked as a retail assistant for the last two years, and have gained extensive experience of offering advice to customers, processing payments and returns, dealing with complaints and monitoring sales display areas. In addition to these abilities I am also proficient in; meeting sales targets, stocking, replenishing and cleaning sales areas and assisting with retail product selection. My specialities also include having a winning way with people, and being able to think on my feet and not wait to be told what to do.

Please review my attached resume for a more detailed account of my abilities and skills. Although it will illustrate my achievements, I would like to re-emphasise my proven ability to work in a fast moving sales environment and my talent at delivering a high level of customer service that encourages shoppers to come back for more. I sincerely believe that with the skills I have gained over the years I can make a tremendous contribution to your existing team.

I would greatly appreciate an opportunity to meet with you, so please do not hesitate to contact me if you have any further questions or if you would like to arrange an interview.

Yours sincerely

Peter Smith