

Flat 4,  
16 Any Street,  
Norwich,  
Norfolk,  
NO9 5DX

[daisy.smith@btconnect.com](mailto:daisy.smith@btconnect.com)

Mrs C. Seller,  
Simply Fashion,  
22 High Street,  
Norwich,  
Norfolk,  
NO18 5TT

19 July 2011

Dear Mrs. Seller,

I would really like to apply for the part-time position of sales assistant. I feel that I would be ideally suited to the job as I am very keen on fashion, love clothes and have had a lot of experience serving the public in my current and previous jobs along with the voluntary work that I do.

I have worked in sales, both as a waitress and also as a cashier in a supermarket. I really enjoy working in this environment and to have the opportunity to apply for this job in sales, this time within fashion, is really exciting. In my previous jobs I have never had a till shortage nor have I ever missed a work shift through illness. I am very self motivated but also enjoy being part of a team and recognise the importance of appearance, punctuality and accuracy in this job.

I would sincerely love the opportunity to be part of your team and feel that I could benefit from working there, not just as a lively interesting job but also in my ongoing studies at University. I enclose my C.V. as requested. Thank you so much for giving me the opportunity to apply for this job.

Yours Sincerely,

Daisy Smith