SAMPLE COVER LETTER

Janet Jobseeker

0411 222 333

55 Hopeful Highway

Optimismville

5000

Bradley’s Brilliant Boats

Ben Bradley

819 Coastal Court

Paradise Point

5001

November, 18, 2018

**Job vacancy #394659 – BOAT SALES REPRESENTATIVE**

Dear Mr Bradley,

I am writing to express my interest in the boat sales representative position, as advertised on the WDEA Works website on November 10.

As you will see from my attached resume, I have six years of experience working in a variety of large and small retail businesses. I was excited to read your job description, as I already have the necessary skills you require in customer service and cash handling. I have received training have exceptional skills in operating a number of modern cash register systems. I successfully completed a Certificate III in Customer Services at the Optimismville TAFE in 2015, and I believe the qualification and skills I gained – which also helped me earn ‘Employee of the Month’ in my last position – will be an excellent fit with your award-winning business.

I take great pride in providing excellent customer service and helping every shopper enjoy the best possible retail experience. My previous employers and TAFE teachers have always complimented me on my professional work ethic and friendly nature. I also love outdoor activities especially fishing, and for the last three years my family and I have taken part in the Paradise Point Fishing Competition, so I know I have the passion and experience to fit well in your team.

Thank you for taking the time to consider my job application, I would love the chance to discuss this position further. If you need any more details, please feel free to call me on the mobile number above.

Yours sincerely,

Janet Jobseeker