

Put in the date here

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Wodonga, Vic, 3690
02 6055 5555
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Mr John Jones
General Manager
Wodonga Supermarket
389 High Street
Wodonga, Vic, 3690

Re: Casual Front Register Position at the Wodonga Supermarket

Dear Mr Jones,

I would like to apply for the casual Front Register position as advertised in *The Border Mail* on Wednesday 5 March 2014.

I am currently undertaking Year 9 at Catholic College Wodonga and I have an interest in working in the retail industry. Although I don't have previous retail experience, I believe I would be suited to this position as

- I am a self-motivated, hardworking, energetic and outgoing individual who is always looking to develop new skills and to gain experience in different areas.
- I thrive on a challenge and I would look to improve myself through learning from others to ensure I would make a positive contribution towards the organization.
- I have strong written, verbal and IT communication skills and this is reflected in my school reports. My ability to listen to people, follow directions and work without supervision has resulted in positive feedback from my teachers.
- I am a team player and enjoy working within a team environment. At school and in the community, I actively participate in a number of team sports and project activities where I work as part of a team and enjoy working with others to achieve an outcome.

Wodonga Supermarket has an excellent reputation for customer service and commitment to staff development and training. A position with this company would offer me an outstanding opportunity to enable me to make a positive contribution to this firm.

I have enclosed my resume for your consideration and would look forward to the opportunity to discuss my skills and experience at an interview.

Yours truly,

Your signature

Your name