

## Example covering letter

*The company address*

Next  
33 Chesterfield High Street  
Chesterfield  
CH00 4TW

*Your address*

99 Long Road  
Chesterfield  
CH68 1PP

*Include the position you are applying for*

**Job Application: Sales Assistant (weekend)**

*If there is a named person to apply to in the job advert, put their name here instead*

Dear Sir/Madam

This is my application for the position of Sales Assistant at the Chesterfield High Street branch of Next. Having recently completed a successful work experience placement at Topman, I am keen to take on a permanent role in fashion retail, and feel I would fit it well with your brand.

I have experience in a customer facing environment, acquired during my work experience placement and also in my role as a paper delivery assistant, a position I have held for the last two years. I am passionate about helping customers and feel that this, along with my keen interest in the Next brand (I regularly shop at your store), makes me a good candidate for this part-time role.

*Highlight why you want to work for that particular company*

As a student, currently studying for A-levels in Business Studies, English and Maths, I am keen to put my business knowledge to use in Next, a well-known and popular company. I am also flexible, and can take on additional hours during holidays, if this is required.

*If applicable, highlight your flexibility*

Key skills:

- Experience within the retail sector: Undertook a work experience placement at Topman where I served customers, operated a till and assisted with stock management
- Brand awareness: Currently studying Business Studies for A-level and achieved an 'A' in the subject for GCSE
- Social/team player: Confident and friendly in all social situations, developed through my experience as captain of my local five-a-side football team.

*Point out your key skills alongside practical examples of how you have demonstrated them*

*Keep your examples relevant to the role*

Thank you in advance for taking the time to consider my application, I have also enclosed a copy of my Resume which outlines my skills and experience in more detail. Please do not hesitate to contact me should you have any further questions.

*Remember to include your Resume with your covering letter!*

Yours faithfully,

*If you are sending a copy via the post add your signature here*

Steven Jones

**REMEMBER:** always check your spelling and grammar – ask someone else to have a look over it before you send it out

**Tip:** Avoid using too many "I"s to begin paragraphs