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| **Jeffery Obrien** | C: (555) 555-5555, H: (444) 444-3333  [Email Address]  [Street Address], New York, NY 55900 |

**Today’s date**

Mr. Frederick Dunn, Retail Store Manager

ABC Store

Address, City, State, zip

**Re: Cashier Position**

Dear Sir,

I am writing to express my interest in the position of a cashier for the new downtown branch of your store.

As you see from my resume, I have worked as a cashier in supermarkets, in variety stores, and in a Laundromat. I am punctual, work quickly but accurately under pressure, and enjoy working with the public.

In addition to scanning bar codes and giving change, I also weigh produce and calculate the total price from the price per unit.

I alerted customers to store sales (“If you get another one of these, you’ll be saving $5.00,” “That brand of tomato sauce isn’t on sale this week; take the one right above it.”), and even suggested recipes when asked.

I am familiar with security procedures for taking checks and with verification of age for purchase of restricted products. I neatly packed groceries, wrapped presents attractively, and am open to assuming whatever duties are required for the position.

I am available to start immediately.

Please be in contact with me at the above phone number or email so we can arrange a time to meet.

Sincerely,

**Jeffery Obrien**

**Attachment: Resume**