**3a Hales Court  
Downs Road   
Canterbury   
Kent  
CT2 7BA**

**1st September 20XX**

**Kate Rice  
Personnel Manager   
Fenmans  
Canterbury CT1 2HX**

**Dear Ms Rice**

I am starting my second year at the University of Kent and am seeking part-time work for the coming year. I am particularly interested in working for Fenmans as this is a busy, prestigious store where I could make use of my experience in working with the public and my Spanish and French language skills.

As you will see from my CV, I have considerable customer service experience through my Saturday position at Asco and my work as a waitress last summer. These posts gave me experience of working quickly and efficiently in a busy environment and I enjoyed the face-to-face contact with customers.

I would be available for work at weekends and on Tuesday or Thursday afternoons during term-time. During vacations I would be able to work full-time if required and would also be available to work in the evening when Fenmans opens late during the Christmas shopping period.

If you do not have any current openings, I hope that you will be able to keep my application on file for future reference.

Thank you for taking the time to read this application and I look forward to hearing from you.

**Yours sincerely**

**Joanna Andrews**