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[date]

Dear Sir or Madam

Re: Bookshop Assistant Position

I would like to apply for the bookshop assistant position with Global Books.

I am a high school student with extensive experience in customer service. I am eager to continue delivering excellent service and developing my skills with Global Books, particularly due to my love of travel literature.

I have developed strong interpersonal skills as a result of over three years of experience in customer service roles. In my current role, I provide CopyJet customers with accurate information about the print and copy department's products and services, demonstrating my strong verbal communication skills and professionalism. I have also demonstrated exceptional organisational skills in this position, managing all paperwork in my department and keeping orders on track for delivery. My sound time management skills are further evident in my ability to juggle full-time study and part-time work.

I am always eager to seek new responsibilities and learn new skills in the workplace. I am self-motivated and enjoy taking initiative to achieve better results for the business. I also enjoy a challenge, and am keen to use my skills and experience at Global Books.

I would love the opportunity to discuss my application with you in further detail, and look forward to hearing from you.

Yours sincerely,

Philippa Burns