***(Manager’s Name)***

**HR Manager**

**Company Name**

**Company Address**

**Date**

Dear Mr./Mrs./Ms. (Manager’s Name)

I’m excited to be writing to you regarding the cashier vacancy advertised on (Website’s Name). I am a committed and motivated applicant, and bring your company my knowledge of and experience with cash handling, accuracy and thoroughness, and the ability to negotiate and resolve disputes.

I have previously worked at McDonald’s as a cashier.  During that time, I developed and sharpened my skills in all aspects associated with handling cash, checks, vouchers, and credit cards. I consistently exceeded all goals set for me, and was valued for my hard work, reliability, tenacity and ability to come up with solutions to complex problems. This was particularly well illustrated when I was tasked with supervising 4 new employees providing them with job training.

As noted on my resume, I also worked at Cornell College as a Resident Assistant, where my duties included enforcing rules and regulations to ensure safety of over 150 students. This job also required me to provide emergency first aid and summon medical assistance whenever necessary.

My core strengths include, but are not limited to the following:

* Adept in receiving payments from customers and issuing change due, receipts, or refunds to customers
* Always being friendly, keen, and helpful
* High attention to details
* Problem-solving skills
* Excellent interpersonal skills

Enclosed with this application is my resume, which lists my professional experience, skills, and education in detail. I would be grateful for the opportunity to demonstrate my capabilities further during an interview. Please feel free to contact me to arrange a meeting at your earliest convenience.

Sincerely,

Name

**Address**

**T: Phone number**

**E: email address**