**January 15, 20XX**

**Mr. Chris Perkins**

**HR Manager**

**QE Clothing Retail Ltd**

**42 Baker Street, S.W.**

**Pawnee, Indiana, 62995**

**Dear Mr. Perkins**,

I am writing to apply for the position of part-time shop assistant at your retail store. I saw the advertisement at the Daily Herald newspaper on Friday, 12th of January, 20XX. I have enclosed a copy of my CV and would be grateful if you consider my application.

Currently, I am currently studying business administration at Pawnee Community College and am looking for a part-time job to help me pay for my tuition and daily expenses. I am very interested, not only because the job fits perfectly with my schedule, but because I enjoy working with people and have previous experience working in a customer service role. Once I’ll have the chance of getting an interview, I’ll show you that I am a people person. I am also computer literate and able to learn and adapt quickly to new tasks.

Your retail outlets are the best in Pawnee and I am keen to work for a fashion retailer with an exceptional range of clothes for all ages. I would very much like the opportunity to work with your company and look forward to hearing from you soon.

**Yours sincerely,**

**Leslie Knope**