**[Date]**

Subject Line : (optional)

**Dear Mr Reed,**

I am interested in the summer position at \_\_\_\_\_\_\_\_\_\_\_ advertised in \_\_\_\_\_\_\_\_\_\_\_\_\_.

I have excellent communication skills and have a good sense of customer service and have both sales an volunteer experience.

I focus on providing quality customer service, and am interpersonal, interacting with different types of people is something I enjoy.

I believe my abilities, and positive work ethic would make a good contribution to your store.

Thank you for your consideration, I look forward to hearing from you in order to arrange an interview.

**Sincerely,**