**September 1, 20XX**

**Theo Lee**

**Director, Human Resources**

**Sarasota Convenience Store**

**123 Business Rd.**

**Business City, NY 54321**

**Dear Mr. Lee,**

I am interested in the summer position at Sarasota Convenience Store as advertised in The Sarasotian newspaper. I believe that my communication skills, customer service abilities, and positive work ethic would make me an asset to your store.

I have excellent communication skills. I am a Communications minor at XYZ University, and have extensive experience presenting information orally. I recently received an award for a presentation I gave to the entire Communications department. I am confident speaking clearly and confidently to others, which is critical in a job that requires listening to and speaking with customers.

I also have an aptitude for customer service. In my past position as a volunteer at Sarasota Hospital, I focused on providing quality customer service. I provided service to people of all ages, which is something that I would be doing at Sarasota Convenience Store.

Finally, I have a strong work ethic. I am a responsible employee, and even received a certificate from the Sarasota Hospital for my dedication to the position. I would love the opportunity to bring this work ethic to your store.

Thank you for your consideration. I can be reached at applicant@email.com or 555-555-5555. I look forward to hearing from you soon.

**Sincerely,**

**XYZ**