***(Manager’s Name)***

**HR Manager**

**Company Name**

**Company Address**

**Date**

Dear Mr./Mrs./Ms. (Manager’s Name)

I’m writing you today regarding the open position for head cashier. As this is a role I am currently seeking, I was pleasantly surprised at my luck, and wish to take this opportunity to apply, as I feel I’d be a perfect fit for the job.

I have 8 years of experience as a cashier in the retail industry, having worked the last 3 years for Best Buy. As a Cashier, my main function was operating the POS cash register, handling 92 transactions on average daily, maintain thorough knowledge of store merchandising and providing exceptional customer service. Working at Best Buy has helped me learn the ins and outs of successful cashier operation, how to file important financial information, handle daily accounts and maintain inventory. I have successfully received top ratings for accuracy and efficiency throughout my tenure.

Previously, I also worked at Barnes & Nobles as a Cashier, where I increased customer satisfaction by 9% in just 6 months by implementing new corporate strategies. I take pride in working with integrity, and have a passion for delivering and promoting outstanding results as an individual, and as part of a team. I would be thankful for a chance to interview with you, and hope that you afford me the opportunity.

Thank you for your time, and I look forward to hearing from you.

Sincerely,

Name

**Address**

**T: Phone number**

**E: email address**