[Today’s Date]

[Your full name]

[Your phone number]

[Your email]

[Your address, city, state, postcode]

[Your LinkedIn]

[Hiring Manager’s Name]

[Company Address, City, State]

[Phone number]

[Email address]

Dear [Hiring Manager],

**RE: <insert role title> position**

I am writing to you in response to the XXXX (job title) job advertisement listed on XXXX. I am delighted to apply for such a position, as I already have work experience in a variety of retail stores. I am confident that I possess the desired skill set and the necessary qualifications to be a perfect fit for this role.

As noted on my resume, my competencies and abilities are firmly in line with the requirements stated in your job description, demonstrating strong communication skills, and customer service skills. For instance, while working/studying at XXXX, I gained a deep understanding of all job duties for an XXXX to perform them as efficiently and as diligently as possible.

Obtaining this position at your retail store would be a huge honour for me. I’ve been a long-time enthusiast and supporter of your retail products; therefore, I would love the opportunity to be a part of your company.

I would like to discuss your XXXX position in detail and would be happy to come in for an interview at any time that’s convenient for you. Thank you for your time and consideration. I look forward to hearing back from you.

Yours sincerely,

[Your name]