

# SAMPLE COVER LETTER – PART TIME JOB

## My Name

1 Main Street, Anywhere, ON A1A 1B1

[myname@email.com](mailto:myname@email.com)

(519) 555-5555

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Anywhere Fashion  
123 Main Street  
Anywhere, ON  
anywherefashion@email.com

Dear Manager:

Please accept my application for a **part-time Retail Salesperson position** at Anywhere Fashion. I believe you will find me to be an enthusiastic person who understands the importance of providing good customer service.

In a recent cooperative education placement, I had the opportunity to talk to customers over the phone and provide them with information in a friendly and professional manner. I was often the first contact so I knew it was important to be cheerful and project a positive image of the company. As a retail salesperson at Anywhere Fashion, I would work hard to serve the needs of your customers and make them feel comfortable in the store.

Working in a restaurant also helped me understand the importance of being a team player. In a busy environment, we had to work together to figure out which tasks we had to do first and listen carefully to the manager's instructions. I have been complimented on being a respectful and reliable co-worker who works well in a team.

I would welcome the chance to discuss how my experience fits with the needs of Anywhere Fashion. Thank you for your time and consideration and I look forward to hearing from you.

Sincerely,

*My Name*

Name  
(519) 555-5555