

## **Sales Clerk Job Application Letter**

To,

Jennifer Winget

Senior HR Manager

HR Department, Kell IT Company

A-123, Martha road, London West, London

Date: 18<sup>th</sup> June 2014

Subject: sales clerk application letter

Respected Miss Winget

I, Charles Anthony am writing this letter to you to apply for the position of a sales clerk in your company. I came across the job opening for the post while browsing through the daily classifieds in the London Times Newspaper. I believe that my education, qualifications and skills make me the right candidate for this job and hope that you will consider me for it.

Ma'am, I have completed my bachelor's in Accountancy in the year 2013 from Liverpool University and since then, I have been working at the University as the assistant to the accountant. In these few months of work, I have learnt a great deal about office management, accountancy and other clerical duties. I am an extremely organized individual with knowledge about the entire latest database and other software that can make the working of any office smooth. Moreover, I am very hardworking and dedicated towards whatever I do. If hired, I will not let you regret your decision.

Awaiting your reply,

Thanking you

Charles Anthony