May 23, 2017

Copy this on your letterhead and fill in the box where it says “List your skills” and “Your Name Here.”

Be sure to unbold the font and delete this box.

Real Food Market & Deli

1096 Helena Avenue

Helena MT 59601

**Re: Cashier Vacancy**

Having been a customer for the largest retail business in the world, during the busiest season of the year, I have observed constant pressure and the negative impact on efficiency, organization, positive attitude and focus on satisfying customers’ needs. I understand the importance of keeping customers happy to keep a business constantly growing.

While I don’t have specific employment experience, I do have experience through Jobs for Montana Graduates. In this capacity, I have developed and improved these skills that I believe would be beneficial to your business.

|  |
| --- |
| * **List your skills here** |

I am excited about the prospect of being a member of your team and using my skills to help the

Real Food Market and Deli become even more successful that it already it. I am available to interview any weekday after 3:15 p.m. and all day on the weekends and can be reached at the numbers listed above. Thank you for your time and consideration.

Sincerely,

**Your name here**