

Jana Dixon
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19 February 2014

Mr Greg Pink
Store Manager
Pinks Mitre 10
281 Main North Road
Clare SA 5453

Dear Mr Pink

I wish to apply for the position of the casual junior sales assistant, which was advertised in the Northern Argus on the 12th of February 2014. I believe I would be suited to this position as I am fascinated and motivated to work in the largest hardware store in the area.

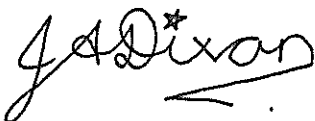
I am a fast learner and would be capable to learn of the hardware industry quickly, being able to help customers within the store. I have experience working with tools and hardware equipment, due to growing up on a farm and showing an interest in building and maintenance. I have completed three years of Tech studies at high school, receiving an A-grade each year. I am confident and reliable dealing with money and serving customers, with experience in sporting club canteens and events throughout the community.

This position would be a great opportunity to begin my future career and an invaluable experience. Here I will be able to expand my knowledge that will be useful throughout my life. I am familiar with a range of hardware equipment and can appropriately use my common sense to assist sales. I can bring to the workplace my approachable, friendly attitude and my commitment to please others.

Your business is a friendly and suitable working environment, offers an important service to the community. I would enjoy working for such a successful and community minded business.

Attached is my current resume. I look forward to hearing from you, I will be available for an interview to further discuss my application. Feel free to contact me on my mobile, 0438025825.

Yours sincerely

A handwritten signature in black ink that reads "Jana Dixon". The signature is written in a cursive style with a small star above the letter 'i' in "Dixon".

Jana Dixon