

14, Juniper Drive
Arnold
Nottingham
NG5 8GP

Domestic Bargains
Madison Retail Park
Arnold
Nottingham
NG5 7DX

2nd July 2021

Dear Sir or Madam

Re: Sales Assistant

I am writing in response to your advert for a Sales Assistant dated 1st July 2021 on your website.

After leaving college with three A-levels (grades A, B, B), I gained 8 months of retail experience at Wilkos in Arnold. Unfortunately the store can only offer me 20 hours/week and I am therefore seeking a full time position elsewhere.

I am a naturally friendly and outgoing person and I really love what I do. Working on either the shop floor or tills, I give customers a warm, friendly welcome and offer them assistance with their purchases, from finding what they need and helping them choose to paying at the end. I have excellent product knowledge and I can locate products in the store quickly, and explain their features and benefits to customers. I work well even when the shop is extremely busy, supporting my teammates to ensure we all deliver a great customer experience.

I take a lot of pride in keeping the shop floor looking smart and inviting, ensuring the shelves are fully stocked and displays look appealing. As a confident team player, I regularly help out with a wide range of tasks, including taking deliveries, tidying the stock room and handling complaints.

I am a hard-working individual and I am willing to take some evening/weekend shifts if required.

I look forward to hearing back from you.

Yours sincerely

Jessie Spencer