

55, Cherry Tree Lane
Arnold
Nottingham
NG5 4DY

Little Foods
99 Green Way
Arnold
Nottingham
NG5 7DX

3rd July 2021

Dear Sir or Madam

Re: Store Assistant Position

I am writing in response to your advertisement for a Store Assistant dated 30th June 2021 on your website.

I have recently completed my A Levels, attaining a B in English Language and two Cs in Information Technology and Maths. Prior to this, I attained 9 GCSEs grade C and above including English (A) and Maths (B).

During my studies, I volunteered every Saturday at Oxfam Retail Home Store which gave me 2 years+ of valuable retail store experience. My responsibilities included handling transactions on the tills, sorting and pricing donations, creating attractive displays and promoting the charity's Gift Aid scheme. I also helped promote their exciting 'Second Hand' monthly drives by putting up posters, handing out leaflets and talking to customers.

In addition to my experience at Oxfam, I volunteered with St John's Ambulance throughout my studies, covering regional events. This taught me valuable first aid skills and gave me additional experience of working with the public. I also regularly take part in my community's litter picking drive. I meet with a team of volunteers, typically once-a-week, and we work in pairs to clean up our local area. These activities have helped me develop a wide range of skills including excellent communication, teamwork, empathy, patience, active listening skills and resilience.

I really enjoy helping people in a face-to-face role and I am therefore looking for a full-time role within a retail setting. I am a hard-working, well-presented individual with a polite and friendly attitude and I am completely flexible as to days and hours.

I look forward to hearing back from you.

Yours sincerely

Andie Merriweather