**A Sample Cover Letter With No Paid Work Experience**

Joanne Tint

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Mr Allan Moyle
Pride Family Jewellers
Phone: XXX XXX XXXX
Email: enquiries@pridefamilyjewellers.com.au

7 December 2018

RE: Application for Retail Assistant position

Dear Mr. Moyle,

As a young, motivated individual I am extremely interested in submitting an application for the Retail Assistant role currently advertised at Pride Family Jewellers.

In responding to the specific requirements of this position I would like to highlight how my experience can demonstrate my ability to meet each of these.

* previous experience in retail – I volunteer at the annual school sausage sizzle fundraiser; helping to take orders, handle money and respond to customer enquiries
* exceptional communication skills – I am a confident communicator who understands the different communication styles required when working with fellow volunteers and customers
* great attention to detail – my teachers have complimented me on the attention to detail I demonstrate in my school assignments and presentations.

In November 2018 I completed my VCE studies and also obtained a Certificate II in Business Administration.

Above and beyond my experience and capabilities I have been commended for my high level of interpersonal skills and my naturally engaging personality. My motivations include learning new things, the challenge of meeting the needs of an organisation, and ensuring high-quality outcomes.

I would appreciate the opportunity to meet with you to discuss my application and this position in more detail at an interview. I can be contacted at all times on the details provided above.

Thanking you in advance for your time,

Joanne Tint