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| --- | --- | --- | --- | --- | --- |
|  | | |  | Your name  [Surname] | |
| dd/mm/yyyy  Miss Rose Courtney  Store Keeper Resume Cover Letter  ABC Co. | [Recipient Street Address]  [Recipient City, ST Zip] |
| Dear [Recipient Name] Respectfully, I read your job posting for the suitable position with interest. In addition to my extensive retail experience, I have excellent communication skills. I always maintain a gracious and professional manner when communicating with people, including customers and store staff. My broad experience and range of skills make me a superior candidate for this position. My resume, which is attach, provides additional information on my background and qualifications. I look forward to hearing from you as soon as possible to arrange time for an interview.  Thank you for your consideration.  Sincerely,  [Your Name] | |
|  |  | |
|  |  | [Your Address]  [City, ST ZIP Code] |
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|  |  | [Your Phone] |
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|  |  | [Your Email] |
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|  |  | [Your Website] |
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