# LETTER OF APPLICATION

18 February 20XX

Peter Farnham ABC Clothing Ltd 85 Tuesday Road

Dear Peter

#### Subject: Sales Assistant Vacancy (vacancy number 40568)

I am writing to apply for the position of Sales Assistant at ABC Clothing Ltd, which was advertised on Trade Me on 14 February 20XX.

I have enclosed my CV to support my application. It shows that I would bring important skills to the position, including:

- time management and strong organizational skills
- high-level customer service and friendly relationship management
- cash handling and sales ability
- motivation and dedication

As a Sales Assistant at a busy shoe store, I have been able to build up a strong foundation of customer service skills. Though I have really enjoyed this role, I am looking for a new challenge in my career. The Sales Assistant role with ABC Clothing Ltd would offer me a chance to grow and further develop my retail career.

I would enjoy having the opportunity to talk with you more about this position, and how I could use my skills to benefit your organization at an interview.

Thank you for considering my application. I look forward to hearing from you.

Yours sincerely

Lizzie Long

# **Sample Of Application Letter Guidelines**

David F. Beer, David A. McMurrey

#### **Sample Of Application Letter Guidelines:**

The Guide to Basic Cover Letter Writing Public Library Association, Editors of VGM, 2003-09-22 A solid well written cover letter is crucial to getting a job interview Written under the auspices of the Job and Career Information Services Committee of the Public Library Association a group of librarians with many years of collective experience in researching and providing job assistance information this practical guide provides easy to follow instruction in crafting outstanding cover letters for any type of position Completely updated it features guidance in job seeking effectively online and the best ways to showcase experience with the latest technologies The SAGE Guide to Writing in Criminal Justice Steven Hougland, Jennifer M. Allen, 2019-02-26 The SAGE Guide to Writing in Criminal Justice provides students studying crime with a how to manual for effective writing in institutions of higher learning professional settings public and private agencies and beyond It is an easy accessible resource for anyone hoping to learn the nuts and bolts of writing for criminal justice audiences Christina Mancini Virginia Commonwealth University Wilder School of Government and Public Affairs The SAGE Guide to Writing in Criminal Justice equips students with transferable writing skills that can be applied across the field of criminal justice both academically and professionally Authors Steven Hougland and Jennifer M Allen interweave professional and applied writing academic writing and information literacy with the result being a stronger more confident report writer and student in criminal justice Students are also exposed to a number of best practices for academic and professional writing such as research papers resumes and cover letters and report writing The perfect companion for any introductory criminal justice course this brief text focuses on key topics that will benefit students in their classes and in the field A Guide to Writing as an Engineer David F. Beer, David A. McMurrey, 2019-04-09 Everyone knows that engineers must be good at math but many students fail to realize just how much writing engineering involves reports memos presentations specifications all fall within the purview of a practicing engineer and all require a polished clarity that does not happen by accident A Guide to Writing as an Engineer provides essential guidance toward this critical skill with practical examples expert discussion and real world models that illustrate the techniques engineers use every day Now in its Fifth Edition this invaluable guide has been updated to reflect the most current standards of the field and leverage the eText format to provide interactive examples Engineering Communication Challenges self quizzes and other learning tools Students build a more versatile skill set by applying core communication techniques to a variety of situations professional engineers encounter equipping them with the knowledge and perspective they need to succeed in any workplace Although suitable for first year undergraduate students this book offers insight and reference for every stage of a young engineer's career The Complete Guide to Writing Effective & Award Winning Grants Dianne Harris, 2007 Book CD ROM Every day federal state and local government as well as other organisations including corporations and foundations give out more than a MILLION DOLLARS IN FREE GRANT MONEY You will learn from start to finish how to write a grant proposal The book comes with examples of fully

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