Dear Mr. Jones (Hiring Manager)

Please accept the attached resume as a formal job application for the \_\_\_\_\_\_\_\_\_position at \_\_\_\_\_\_. After reading your job description in detail, I found that your requirements perfectly complement my skills and experiences.

I am a hard working individual who is eager to learn new skills and share the experience and training I have recently obtained. My credentials include cashier and customer service training obtained recently through the DSBN. I shine both as a team worker and as an independent worker. Communication, punctuality, and excellent guest service are among my strengths.

I have attached my resume for your review and I look forward to speaking with you further regarding your available position. Please do not hesitate to reach out to me by phone or email in order to arrange an interview at your convenience. Thank you in advance for your time and I am eager to meet with you to discuss my qualifications.

Sincerely,

(Signature)