
SARA WIEBER

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March 28, 2014

Mr. John Smith
Assistant Manager
Old Navy
2946 Lincoln Street
Portage, MI 49024

Dear Mr. John Smith:

While shopping at your store, I noticed a help wanted sign, and I am interested in applying for the position of cashier. Please consider me a qualified and eager applicant. I am a hard worker who stays organized and works well with others. I believe I would bring a positive attitude to the work atmosphere and will be able to contribute to this company.

In addition, I have recently volunteered at the Expo Center as a worker in the concession stand. During this time, I was responsible for preparing and serving the food, as well as welcoming and communicating with the customers. I was also responsible for handling and understanding the cash register and making change. Through my job as a cat sitter for my neighbor, I was faced with many responsibilities to ensure the cat and home was safe. For my additional skills and qualifications, please refer to my resume.

I would like to request an interview with you at your convenience. You may contact me at 269.547.7126 after 4:40 p.m. and my email address scwieber8@gmail.com at any time. Thank you for your time and consideration, and I look forward to hearing from you.

Sincerely,

Sara Wieber

Enclosure