**John Parker**

Email: johnparker@pmail.com

Mobile: XXXXXXXXXX

Lisa Jenkins

Big Retail Group

Queen Street

Brisbane Q’ld 4000

04 June 2020

Dear Ms Jenkins,

I am writing to apply for the position of Salesperson which was advertised on the Jobs Queensland Ltd job board on the 1st of June 2020. As requested, I have enclosed a completed job application, my Certificate III in Retail, and my resume which outlines in more detail the skills I have to offer.

The role is very appealing to me, and I believe that with my experience in the retail sector along with my Cert III in Retail I would make me a strong candidate for the position. My key strengths that support this include:

* customer service skills
* the ability to work well with others
* patience and the ability to remain calm in stressful situations
* to be thorough and pay attention to detail
* sensitivity and understanding
* the ability to use initiative
* excellent verbal communication skills
* the ability to sell products and services

In addition, I have a comprehensive understanding of Point-of-Sale Software. Please see my resume which outlines in more detail the skills and experience I have to offer.

Thank you for your time and consideration and I look forward to attending an interview at your convenience. I can be contacted on the above telephone number or email.

Sincerely

John Parker (signature)

John Parker