**Joan Parker**

Email: joanparker@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 that was advertised on the Jobs Queensland Ltd job board on the 1st June 2020. As requested, I have enclosed a completed job application, my Secondary School Certificate, and resume.

As a student I was highly motivated, dedicated with strong communication and interpersonal skills, which I developed from my involvement in various school events such as school council, sports carnivals, and the Fan Fair Festival. This has allowed me to work closely with my peers while supporting the local school community.

These experiences have allowed me to develop effective time management, concise communication skills and life skills which I see as being very important for future employment.

While completing my secondary school studies I was employed on a casual basis with a local supermarket where I performed duties such as customer service, stacking shelves and counter sales. I enjoy working as a member of a team and believe that my strong communication skills and willingness to learn will ensure that I can meet the expectations of this role.

I believe that I have a lot to offer your company. I am keen to develop my skills further and look forward to attending an interview to discuss my application in more detail. I can be contacted on the details provided above.

Sincerely

Joan Parker (signature)

Joan Parker