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[date]

Mr Peter Douglas
Manager
Big Red Supermarket
5 Food Avenue
Townsville Qld 4810

Dear Mr Douglas

Re: Part-time and Casual Service Assistants

I am writing in response to your advertisement for positions at your supermarket.

I am currently in Year 11 studying for my Senior Certificate and am available to work after school and on weekends.

I am enthusiastic and willing to learn. I regularly take part in community service and charity events and believe this has given me a good work ethic, experience in interacting with different kinds of people and the ability to work well in a team. I also have my own transport and am punctual and reliable.

I have enclosed my resume and can supply references for your perusal at interview.

I look forward to the opportunity to discuss how I can contribute to your team.

Yours sincerely

[sign here]

Nathan Jones