
Job Application for Teens

Anna Martinez

456 Elm Street

Springfield, IL 62704

anna.martinez@email.com

(217) 555-9876

October 17, 2024

Ms. Karen Thompson

Manager

Books & Beyond

789 Bookworm Blvd


Springfield, IL 62704

Dear Ms. Thompson,

I am writing to express my interest in the Retail Assistant position advertised on the bulletin board at Springfield High School. As a junior at Springfield High, I am eager to gain practical experience and believe that Books & Beyond offers the ideal environment for my first job.

Although I am new to formal employment, I have volunteered at the school library for the past year, where I was responsible for organizing book displays, assisting in the checkout process, and interacting with students and teachers. These experiences have taught me the importance of customer service, teamwork, and the ability to adapt to different roles as needed.

I am particularly attracted to this position at Books & Beyond because of its reputation for promoting reading and literacy in the community. I am enthusiastic about the



opportunity to contribute to such a team and am confident that my positive attitude and willingness to learn would make a valuable addition to your staff.

Please find attached my resume for more details about my academic achievements and extracurricular involvement. I am available after school hours from 3 PM onwards and on weekends, and can be reached at (217) 555-9876 or anna.martinez@email.com.

Thank you for considering my application. I am looking forward to the possibility of discussing my application in further detail and am excited about the opportunity to contribute to Books & Beyond.

Sincerely,

Anna Martinez