**Emily Carter**  
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**Mr. Daniel Lawson**  
Elegant Gems & Jewellery  
Phone: XX XXXX XXXX  
Email: enquiries@elegantgems.com.au

**2 March 2025**

**Subject: Application for Retail Assistant Position**

Dear Mr. Lawson,

As a young, motivated individual I am extremely interested in submitting an application for the Retail Assistant role currently advertised at Pride Family Jewellers, I am eager to contribute my skills and passion for customer service to your team.

In relation to the role's key requirements, I bring the following relevant experience:

* **Retail experience** – I have volunteered at my school’s annual fundraising event, where I managed customer orders, handled cash transactions, and assisted with inquiries.
* **Strong communication skills** – I am confident in adapting my communication style to engage effectively with both customers and team members.
* **Attention to detail** – My teachers have recognised my ability to produce well-structured assignments and presentations with a high level of accuracy.

In addition to completing my VCE studies in November 2023, I have also obtained a Certificate II in Business Administration.

Beyond my skills and experience, I am known for my strong interpersonal abilities and approachable nature. I am eager to learn, thrive on new challenges, and am committed to delivering high-quality results.

I would welcome the opportunity to discuss my application further and can be reached at any time via the contact details above. Thank you for your time and consideration.

Best Regards

Emily Carter