

Jordan Taylor

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[Date]

The Hiring Manager
XXXX Company
Blacktown, NSW

Dear Hiring Manager,

I am writing to apply for the Customer Service Assistant position at XXXX Company. As a recent school leaver who is reliable, friendly and eager to learn, I would welcome the chance to begin my career with your team.

Although I am early in my working life, I have built useful skills through volunteer work at a local op shop and a school work placement in retail. I am comfortable helping customers, working as part of a team and following instructions carefully. I also hold a current First Aid certificate and am available for weekend and after-school shifts.

I would love the opportunity to contribute to XXXX Company and to keep developing my skills. My resume is attached, and I would be glad to come in for an interview at a time that suits you. Thank you for considering my application.

Kind regards,

Jordan Taylor