Ava Nguyen
04xx xxx xxx | ava.nguyen@example.com | Blacktown, NSW

[Date]

The Store Manager
XXXX Store
Blacktown, NSW

Dear Store Manager,

I am a Year 11 student and I would like to apply for the casual Team Member position at XXXX Store. I am friendly, reliable and keen to start my first job with a team I already enjoy visiting as a customer.

While I have not had a paid job yet, I volunteer at my school canteen each week, where I serve students, handle cash and help keep the area clean. I have also played netball for three years, which has taught me to be on time, work as part of a team and stay positive when things get busy. During a work experience week at a local supermarket, I helped restock shelves and practised helping customers.

I am available after school, on weekends and during the school holidays. My resume is attached, and I would be happy to come in for an interview or a trial shift. Thank you for considering my application.

Kind regards,

Ava Nguyen