

Minh Tran

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[Date]

The Hiring Manager
XXXX Store
Melbourne, VIC

Dear Hiring Manager,

I am writing to apply for the part-time Customer Service Assistant position at XXXX Store. I am a second-year commerce student in Melbourne, and I enjoy helping customers and working in a friendly team.

I currently work as a casual café assistant, taking orders, handling payments and serving customers during busy lunch periods. Before moving to Australia, I worked as a sales assistant in an electronics store, where I helped customers choose products and regularly met my sales goals. I speak fluent English and Vietnamese, and I am used to balancing study and work.

I hold a student visa with work rights and am available for part-time shifts during semester, with more availability during university breaks. My resume is attached, and I would be glad to come in for an interview. Thank you for considering my application.

Kind regards,

Minh Tran