

Zoe Carter

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[Date]

The Hiring Manager
XXXX Store
Adelaide, SA

Dear Hiring Manager,

I am writing to apply for the casual Customer Service Assistant position at XXXX Store. I have just finished Year 12 and, while this would be my first job, I am reliable, friendly and genuinely keen to learn, and I would welcome the chance to start my working life with your team.

Although I don't have paid work experience yet, I have built real skills at school. As captain of my basketball team I organised training and supported newer players, on the debating team I learned to think on my feet and communicate clearly, and as a peer tutor I helped younger students with their maths. These roles taught me teamwork, reliability and how to stay calm and positive under pressure. I am available for weekend and after-school shifts and am quick to pick up new tasks.

I would really appreciate the opportunity to show what I can bring to XXXX Store. My resume is attached, and I would be glad to come in for a trial shift or interview at a time that suits you. Thank you for considering my application.

Kind regards,

Zoe Carter