

## Liam Chen

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[Date]

The Hiring Manager  
XXXX Store  
Parramatta, NSW

Dear Hiring Manager,

I am writing to apply for the casual Sales Assistant position at XXXX Store. I enjoy helping customers find what they need, and I'd welcome the chance to bring friendly, reliable service to your team.

I currently work casually in retail, where I greet and help customers, operate the register, handle cash and card payments, and keep the shop floor tidy and well stocked during busy trading. I'm quick to learn new products and systems, present neatly, and am available for weekends, late-night trade and the Christmas period.

I would love the opportunity to contribute to XXXX Store. 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,

**Liam Chen**