

Sam Jones

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456 My Street, San Diego, CA 76543

James Jefferies

Walgreens

123 Your Street,

Houston, TX 12345

(123) 456-7890

example@youremail.com

[month, day, year]

Dear Mr. Jefferies,

As the present head cashier at Walmart in Twin Falls, over the last 10 years, I have built a reputation for exceptional work performance and have proved an unrivaled dedication to my role. I am hoping to transfer these same qualities to a cashier position at Walgreens.

With 10 years of experience as a cashier and four years as head cashier, the available position at Walgreens initially piqued my interest due to the company's reputation for brilliance and impressive employee satisfaction ratings. Therefore, I am excited to offer my unique skill set to the team at Walgreens.

Some of my past career achievements include:

- Gaining a Retail Management Certificate from the College of Southern Idaho
- Processing an average of 2,200 cash register transactions each month
- Contributed to the recent rise in the store's Yelp rating by providing excellent customer service to over 100 customers each day

I'd be very grateful to have the opportunity to discuss how my skills could help further the success of the Walgreens cashier team. For that reason, I am available

for an interview at a time that suits you. Please feel free to contact me to arrange a time.

Kind regards,

Sam Jones