

# Sam Jones

Cashier 64 Zoo Lane, Twin Falls, ID 83301 sam.jones@youremail.com (924) 192-8173

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May 30th, 2021

## James Jefferies

Senior Hiring Manager  
Walgreens  
(475) 284-7254  
JamesJefferies@wallgreens.com

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 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,

*(Insert Signature Here)*

**Sam Jones**

P.S. I'd also like to tell you about how I maintain zero till overages and shortages!