

**Jane Jobseeker**  
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April 29, 2008

Ms. Monica Manager  
Assistant Manager  
Mervyn's  
202 D Street  
Marysville, CA 95901

Dear Ms. Manager:

I was very interested to see your advertisement for a Sales Associate position at your store. I have been seeking an opportunity such as this, and I believe my background and your requirements may be an excellent match. My resume is enclosed for your review.

My experience in customer service and my ability to complete projects in a timely manner may be of particular interest to you and the members of your team. In my position as Sales Clerk with Sam's Club, I successfully served customers while maintaining a clean work area.

Interacting with the public is part of my daily volunteer work at the Red Cross; I recently was given the role of registering clients for CPR courses after proving myself to be capable and responsible. I often complete my assigned duties quickly and eagerly volunteer to assist staff members and volunteers with additional projects.

If you desire an individual who is friendly, hard working and an excellent team player, then please consider what I have to offer. I look forward to discussing my experience with you in the near future. Thank you for your attention to these materials.

Sincerely,

Jane Jobseeker

Enclosure: Resume