

Example professional email from: <https://www.studentjob.co.uk/application-tips/cover-letter#cover-letter-examples>

Subject: *Shop Assistant*

I am a first-year A-level student at Student at Sixth Form studying Business Studies, English and Maths. I wish to express my interest in your advertised vacancy for a Shop Assistant at [Name of Company].

The role appealed to me greatly for many reasons. Firstly, I undertook two-weeks work experience in a school, this required me to engage with students to ensure the lessons were run smoothly. This highly energetic role is what inspired me to help people and I wish to apply it in a retail setting. I have previously shopped in your store and understand the business it can reach; therefore I would use my energy to handle busy peak periods, but my initiative when the store is quiet.

During school, I was part of a group to help design a new lunch menu. The project involved brainstorming sessions, designing the menu and presenting it to a group of senior staff. I learned valuable skills from this experience including collaboration, presentation and time management too. I was also responsible for a volunteer project at school, whereby as a team we were responsible for coming up with ideas to raise money. This demonstrates integrity and honesty due to handling finances, whereby I was praised by senior staff for my efforts.

With the combination of my educational accomplishments and work attitude, I am confident that I am fit for the position. Thank you for taking the time to read my application and I look forward to hearing from you.

Yours faithfully,

Ellie Greene