

# Model Letter of Application

Return  
address and  
date

123 East 10<sup>th</sup> Avenue  
Little Rock, AR 72204  
May 7, 2012

Name and  
address of  
recipient

Ms. Roxanne Kirkwood  
Roxy's Coffee Shop  
1819 South University Avenue  
Little Rock, AR 72204

Greeting

Dear Ms. Kirkwood:

Body

I am writing to apply for the cashier position of Roxy's Coffee Shop advertised in this morning's Arkansas Democrat-Gazette. My education and experience are well suited to this position; I'd welcome the chance to work full-time at making a new business successful.

As you can see from my résumé, I have taken classes that have prepared me for a job at Roxy's. For example, I have taken three years of math. As you know, math skills are important for a cashiering position. Also, during my Life Skills class, we learned the steps to dealing with difficult people. These steps will provide me with the tools for helping the most demanding customer. The four years of English classes I successfully passed have provided me with the skills to write advertisements and memos. I know my course selections can be an asset to the restaurant business.

Whenever possible, I have found activities and jobs that would give me experience in working with people. Since I was eleven years old I have worked. I began making money by mowing lawns and babysitting. After several manual labor jobs, I became an employee at a small grocery store. I stocked shelves, cashiered, worked the deli, and bagged groceries for the customers. My involvement in clubs, like AFS, has given me a chance to work with different people. All in all, my life experiences are advantageous for any position at Roxy's Coffee Shop.

I am interested in putting my training to use at Roxy's because it is close to school and I can draw upon skills I already have. The location makes it possible for me to fulfill two objectives at the same time. I hope that we can schedule an interview sometime during the next few weeks. I will be here in Little Rock except for the week of May 7, but I will be checking my phone and e-mail messages daily when I am out of town. I look forward to hearing from you.

Closing  
Signature

Sincerely,  
*Karen Tran*  
Karen Tran

Enclosure

Enc.