

26 Reston Close
Halifax
HX2 3OZ
Tel: 01422 000000
Mobile: 0789000000

4 March 201?

Mrs M Chatsworth
Personnel Manager
Bootiful
West Way Business Park
Kingston on Thames
KT2 9SF

Dear Mrs Chatsworth

On the Halifax Courier website I saw that you will shortly be opening a new branch of Bootiful in Halifax. As a career in retail management interests me very much, I am writing to ask if you have, or are likely to have, a suitable vacancy.

My CV containing full details of my qualifications and work experience to date is enclosed. As you will see I am studying A level business and currently have a Saturday job in TGG where I have been trained in sales, stock control and customer services.

I will be completing my A levels this year and will be available from July 201? for full-time work including weekends as required. I can attend an interview at any time and can provide good references from my Saturday job employer and head teacher.

Thank you for considering me and I look forward to hearing from you.

Yours sincerely

Alison Keen

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