

Paul Barnes
145 Hornchurch Road
Hornchurch
RM12 4PQ

Personnel Officer
Square Stores
Long Term Avenue
Romford
RM4 6TQ

Dear Sir/Madam

I am writing to apply for the vacancy in your store for a Sales Assistant advertised in the Romford Recorder this week

I have recently left school and I am keen to find work in the retail industry as a sales assistant. I am interested in the type of work as I particularly enjoy helping and advising customers. I have experience of this through working in both a shop and as a hotel receptionist.

As requested I enclose my Application Form and CV showing details of my skills and experience.

I can be available for an interview at any time

I look forward to hearing from you

Yours faithfully

Paul Barnes

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