

EXAMPLE OF AN APPLICATION LETTER

76 St. Matthews Terrace,
Balgriffin,
Dublin 16
23rd Aug 2013

Ms. Deirdre Dwyer,
Styles Boutique,
27 Henry St,
Dublin 2.

Job Ref: ABCV987

Dear Ms. Dwyer,

With reference to your recent advertisement in the Evening Press for a Shop Assistant, I wish to apply for the position and am enclosing my CV.

As you will see from my CV, I have worked in fashion shops and have experience in dealing with customers and handling cash. In addition, I have recently completed a course in Window Dressing and I have an eye for detail and fashion displays. I am also flexible in relation to hours of work.

If you require any further information, please do not hesitate to contact me on 087 123 4567
I look forward to hearing from you in anticipation.

Yours sincerely,

Mary Smith