

[Mention the date]

To,

[Mention the name of the hiring manager]

[Mention the name of the company]

[Mention the appropriate address of the company with all details]

Dear [Mr. /Mrs. /Ms.] [Name of the manager],

With due respect, I would like to apply for the cashier job position in your company which was recently posted on your website on [mention a date], and want to be a part of your team. I hope you get this letter on time and give it a read. I hope I will be a suitable match for this position in your company.

As per the requirements and qualifications mentioned on our site, it is a great pleasure to say that my qualifications match all of them. It would be an honor to work with your reputed company. You see I have completed my schooling from [mention the name of the school] and I have done my graduation from [mention the name of a college].

I also have a work experience of [mention the duration] from [mention the name of any company except the hiring company] which has helped me to gain more knowledge and experience. Currently, I am working with [mention the name of a company] as a cash accountant and now with so many years of experience and knowledge, it has become easy for me to work as a cashier. I have attached every single important document from school to my workplace with this letter.

I hope you will take some time out of your busy schedule to give read to this letter and all the other important things. I will be eagerly waiting for your response and thank you so much for your patience. Hope you will have a great day. Thank you in advance.

With regards,

[Mention the name of the sender]

[Mention the address of the sender]

[Mention the contact details of the sender]