Alan Allen

8160 N Jersey St. Portland, OR 97203 | C: 000-009-9000 | alallen00000@gmail.com

16 September 2021

Mr. Joe Young
Hiring Director
Woods Hardware
10958 N Lombard St.
Portland, OR 97203

Dear Mr. Young:

I am writing this letter in the sincere hope that you will consider me for a position as cashier at Woods Hardware. I have three years of experience working in customer service, and I firmly believe that I have what it takes to be a strong, dedicated, and committed employee. I have lived and shopped in the area for most of my life, and I appreciate your customer service and have come to truly respect the way you run your business. When I saw you were hiring, I knew I had to apply - it would be a privilege to be a part of your team.

I would also bring to the table several skills I think you might find useful. I consider myself a very outgoing person, and working as a server has made me very familiar with meeting regulars and getting to know customers in a professional, yet friendly, capacity, which is an area where your business excels. Serving is an extremely fast-paced and high-pressure occupation, and I succeeded in that environment (I received multiple commendations from my manager) and found it very rewarding. This, on top of my previous work as a cashier, I hope demonstrates my ability to work well at Woods - I have fast-paced labor in my background, and some experience in the industry already.

Attached you can find my resume, where I hope you will find further evidence of my leadership qualifications and general ability. You can also feel free to contact me via cell (000)-009-9000 or email alallen00000@gmail.com if you have any questions or concerns about my application. Thank you very much for your time, and I hope we can meet soon to discuss my qualifications further.

Sincerely,
Alan Allen

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