

**Jennifer Jobseeker**

222 McDonnell Road  
Sutter, CA 95982  
(530) 555-2525

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February 5, 2010

Sears  
Ms. Monica Manager  
1235 Colusa Avenue  
Yuba City, CA 95991

Dear Ms. Manager:

I was very interested to see your advertisement for a Sales Associate position at your store. I have been seeking an opportunity such as this, and I believe my background and your requirements may be an excellent match. My resume is enclosed for your review.

Interacting with the public is a part of my daily volunteer work at the American Red Cross; I recently was given the role of registering clients for CPR courses after proving myself to be capable and responsible. I often complete my assigned duties quickly and eagerly volunteer to assist staff members and volunteers with additional projects.

If you desire an individual who is friendly, hard-working, and an excellent team player, then please consider what I have to offer. I would like to discuss the possibility of joining your staff as a sales trainee. I can be reached at (530) 216-2222. Thank you for your consideration.

Enthusiastically,

Jane Jobseeker

Enclosure: Resume