1/22/2016

Your name here

1234 Anywhere Avenue

San Diego, CA 92114

Mr. Joe Smith - Manager

Target Mission Valley

1234 Mission Valley Road

San Diego, CA 92108

Dear Mr. Smith:

My name is \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_, and I have recently applied for employment on Target’s website. I am very interested in obtaining a position at your Target store as a \_\_\_\_\_\_\_ .

As a consumer, I have always shopped at Target and believe in Target’s product lines and customer service policies. I think that I would be an excellent asset to your store because I am a very dependable hard worker who learns quickly. I am self-motivated, friendly, and am a team player who is not afraid to take charge when needed. And I am more than willing to work afternoons and weekends.

I am sure that you will be happy with your decision to bring me onto your team as a Target employee. You can contact me on my cell phone at (619) 555-1212, or you may email me at Your.name12345@gmail.com. I look forward to hearing from you. Thank you for your time and consideration.

Sincerely,

Your name here

Enclosure: Resume