

**[Your Full Name]**  
[Phone Number]  
[Email Address]  
[City, State]

[Date]

[Hiring Manager Name]  
[Store Name]  
[Store Address]

Dear [Manager Name or "Hiring Manager"],

I am writing to express my enthusiastic interest in the Grocery Clerk position at [Store Name] as advertised on [where you saw the ad]. As a motivated individual seeking my first professional role, I have long admired the [mention a specific quality, e.g., friendly service or organization] at your location and am eager to contribute to your team.

Although this would be my first formal job, I have developed a strong work ethic and attention to detail through [mention school, volunteering, or sports]. These experiences have taught me the importance of punctuality, following instructions accurately, and maintaining a positive attitude under pressure. I am physically fit, comfortable standing for long periods, and capable of lifting heavy items as required for stocking and inventory tasks.

I am particularly drawn to [Store Name] because of its reputation for customer service. I am a quick learner who is ready to master point-of-sale systems, maintain clean aisles, and assist shoppers with a helpful demeanor. I am available to work [mention availability, e.g., evenings and weekends] and am prepared to start immediately.

Thank you for your time and for considering my application. I look forward to the possibility of discussing how I can support the daily operations at [Store Name].

Sincerely,

[Your Signature]  
[Your Printed Name]