

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

[Date]

[Hiring Manager Name]
[Store/Company Name]
[Store Address]

Dear [Hiring Manager Name],

I am writing to express my enthusiastic interest in the Retail Support position at [Store Name] as advertised on [Platform/Location]. As a frequent shopper at your store, I admire the [positive attribute, e.g., organized environment/customer service] and am eager to contribute to your team's success.

While I am entering the workforce for the first time, I have developed strong organizational and interpersonal skills through [School/Volunteer Work/Extracurricular Activity]. I am a quick learner who thrives in fast-paced environments and I am committed to maintaining a clean, efficient, and welcoming sales floor. I am particularly skilled at [Skill 1, e.g., following detailed instructions] and [Skill 2, e.g., working collaboratively with others].

I am highly motivated to gain professional experience in the retail industry and am willing to work a flexible schedule, including weekends and holidays. I am confident that my positive attitude and reliability would make me a valuable asset to the [Store Name] support team.

Thank you for your time and for considering my application. I look forward to the possibility of discussing how my dedication can help support your daily operations.

Sincerely,

[Your Signature (if sending by mail)]
[Your Typed Name]