

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

[Date]

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

Dear [Hiring Manager Name or "Store Manager"],

I am writing to express my interest in the Grocery Clerk position at [Store Name] as advertised. As a student at [High School Name], I am eager to apply my strong work ethic and communication skills to provide excellent service to your customers.

During my time in school, I have developed a reputation for being [mention 2 traits, e.g., punctual and organized]. My experience with [mention relevant school activity, volunteer work, or hobby] has taught me how to work effectively in a team and handle multiple tasks efficiently. I am comfortable standing for long periods, lifting stock, and helping shoppers locate items quickly.

I am particularly interested in joining [Store Name] because of its [mention a specific reason, e.g., reputation for fresh produce or community involvement]. I am available to work [list availability, e.g., evenings and weekends] and am prepared to contribute to the success of your team during busy shifts.

Thank you for your time and for considering my application. I look forward to the possibility of discussing how I can help maintain the high standards of [Store Name].

Sincerely,

[Your Name]