

[Your Full Name]

[Your Phone Number]

[Your 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 [Position Title, e.g., Sales Associate] position at [Store Name]. As a student at [High School Name] with a strong interest in [Customer Service/Fashion/Tech/etc.], I am eager to contribute to your team and gain professional experience in a retail environment.

Although this would be my first formal retail role, I have developed strong communication and teamwork skills through [mention school club, sport, or volunteer work]. I am known for being punctual, hardworking, and quick to learn. I am comfortable interacting with people and am confident that I can provide excellent service to [Store Name] customers while effectively managing tasks like stocking shelves and maintaining store organization.

I am particularly drawn to [Store Name] because [reason you like the store/brand]. I am available to work [mention availability, e.g., evenings and weekends] and am ready to start as soon as possible.

Thank you for your time and for considering my application. I look forward to the possibility of discussing how I can contribute to your team.

Sincerely,

[Your Name]