

James Eden

143 Woodland Terrace, Sacramento, UK 95815
+44 893-3835
jameseden@gmail.com

December 3, 2021

Thomas Williams
Paulio Clothing Stores
Sacramento, UK 95122
+44 237-9384
thomaswilliams@gmail.com

Dear Mr. Williams,

I'm writing to apply for the Retail Associate role at your company, Paulio Stores. Following a review of the job description, I understand that you're seeking a candidate who's highly knowledgeable about the role's associated responsibilities and can perform them excellently. Bearing these requirements in mind, I'm confident that I possess the needed skills to competently carry out this job, far beyond your expectations.

I'm a detail-oriented college student (high school GPA: 3.7/4.0) majoring in BSc Accounting Information Systems at California State University, Sacramento. During my academic career, I've gained a year of work experience, working as a McDonald's cashier, where I learned valuable professional skills such as expensive control, financial reporting, and strategic planning.

In both my academic and professional life, my professors and colleagues constantly praise me as being a proactive person. Whether working on academic, extracurricular, or professional projects, I bring proven analytical, creative thinking, and problem-solving skills to the table, which I hope to leverage in the Retail Associate role at Paulio Stores.

Following a review of my resume, I hope you agree that I'm the perfect candidate for this role. I'll be glad to provide more insight on how my skills and experiences will add value to your organization. Please contact me at (323) 893-3835 or via email at jameseden@gmail.com to arrange a convenient meeting time.

Sincerely,

James Eden