

You want to apply for the post of bookshop assistant. Write a letter of application to the manager of the bookshop. In your letter

- **Write about your experience and qualifications**
- **Say why you would like the job**
- **Also state when you would be available for an interview**

Dear Sir/Madam,

I am writing you to apply for the position of part-time bookshop assistant as advertised in The Post on Monday, 12th July.

As you can see from my CV, I have two years' experience in the retail industry. This includes six months working as a sales assistant in a boutique, followed by a year in a supermarket and my most recent post was in a large department store, where I spent six months in the charge of the book department.

You will also see that I am currently studying for a degree in English literature at City University. In addition to this, while working for my previous employer, I attended a short retail course and carried out a case study on a book shop.

I have always loved books and I am particularly interested in working in your bookshop as it is considered to be the best in the city. It also has a reputation for being an excellent employer and I believe it would offer a very pleasant working environment. I am available for interview at your convenience.

I look forward to hearing from you.

Yours faithfully,
Anmol Arora