**Cover Letter**

**Anna Surtees**

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H&M Newcastle

RE: Sales Advisor, 00185911

Dear Hiring Manager,

I'm contacting you in regards to the Sales Advisor position at your H&M Newcastle store advertised on your website. I am very interested in this job as I have loved fashion ever since I was a little girl, and I need a part time job for the summer. I am a huge fan of H&M, I was excited to see this posting for a Sales Advisor. I feel like I am a great match for the job and a great fit with your organisation.

I have the relevant skills to be a Sales Advisor as I have very good ICT knowledge, meaning I would be good at working the tills. If there is anything I have never done before, it is not a problem as I learn very quickly and understand things very quickly. I am not shy and talk clear English, with good pronunciation of words, meaning that I have excellent communication skills. I also am very helpful, and I know the struggle of not being able to find what I am looking for in a store, therefore I will work as quickly as possible to help a customer to find what they need. In relevance to deliveries, I like to work quick and be very productive, meaning I will not stop to chat or have a break. If I do not have anything to do in store, I will ask if there is anything I can help with. I am very punctual, with good timekeeping skills, resulting in me being very reliable. Lastly, I am a perfectionist, so if the store looks messy or someone has put their unwanted items in the wrong place, as soon as I notice it I will sort it out.

Please contact me via my mobile number or email address provided if you would like to schedule an interview or have any questions about my skills or experience.

Yours sincerely,

Anna Surtees