

# Sarah Salling

example@myemail.com

(098) 765-4321

456 My Street, San Diego, CA 76543

---

**Julia Giles**

**Home Depot**

**123 Your Street,**

**Houston, TX 12345**

**(123) 456-7890**

**example@youremail.com**

[month, day, year]

Dear Ms. Giles,

Leading the training program for 20+ new members of staff at Target has been one of the most rewarding achievements during my career as a cashier. Given the opportunity, I know I can bring the same leadership and dedication to the team at Home Depot.

With seven years of cashier experience, including three years of training experience and two promotions, I was initially drawn to the cashier opening at Home Depot because of the firm's reputation for employee progression and excellence. I also possess a Master of Science in merchandising from Oklahoma State University, which holds me in good stead for the role.

Some of my past work achievements include:

- Trained over 20 new members of staff in customer service, tills, and cashing up
- Suffered zero-till overages or shortages for four consecutive years
- Awarded employee of the month six times in five years

I am interested in setting up an interview to discuss how my personal skill set and experience can benefit the team at Home Depot. I am available for an interview at your convenience, so please contact me with a suitable time.

Kind regards,

Sarah Salling