

Jordan Taylor

January 16, 2026

Acme Corporation

RE: Entry Level Cashier

Dear Hiring Manager,

I am excited to apply for the Entry Level Cashier position at Acme Corporation, which I discovered on your careers page. With a strong commitment to providing excellent customer service and a keen attention to detail, I am eager to contribute to your team and support your mission of delivering a fantastic shopping experience to every customer.

During my time volunteering at a local community center, I managed the front desk and handled cash transactions for various events. This experience not only honed my ability to process payments accurately but also enabled me to develop strong interpersonal skills while interacting with diverse groups of people. Additionally, I assisted in inventory management, which taught me the importance of organization and efficiency in a fast-paced environment. I am confident that these skills will allow me to thrive as a cashier at Acme Corporation.

Moreover, I completed a part-time job at a retail store during my high school years where I consistently received positive feedback from my supervisors for my punctuality and reliability. I took the initiative to train new hires, showcasing my leadership abilities and commitment to teamwork. I believe that my dedication to learning and my proactive approach would be an asset to your team.

I am very enthusiastic about the opportunity to bring my unique skills to Acme Corporation and contribute to the positive atmosphere your company is known for. I would love the chance to discuss how I can support your team further. Thank you for considering my application. I look forward to the opportunity to speak with you soon.

Sincerely,

Jordan Taylor