

Jordan Smith

January 16, 2026

Acme Corporation

RE: Internship Cashier

Dear Hiring Manager,

I am writing to express my enthusiasm for the Internship Cashier position at Acme Corporation, which I discovered on your careers page. With a strong passion for customer service and a keen eye for detail, I believe I am well-suited for this role and eager to contribute to your team while gaining valuable experience in a reputable company like Acme Corporation.

During my previous role as a part-time sales associate at a local retail store, I consistently achieved high customer satisfaction ratings, with over 95% of customers expressing that they would return due to the positive interactions they had. I successfully managed cash register operations, processing transactions efficiently while maintaining accuracy in handling cash and digital payments. Additionally, I implemented a new system for organizing daily receipts, which improved the reconciliation process by 30%, showcasing my ability to enhance operational efficiency.

Moreover, I developed strong communication skills by assisting a diverse clientele, addressing their needs promptly, and resolving issues effectively. This experience has taught me the importance of patience and clarity in fostering a positive shopping environment. I am excited about the opportunity to bring my skills in customer service and cash handling to Acme Corporation, contributing to the high standards your company is known for.

I would welcome the chance to discuss how my background, skills, and enthusiasm for the Internship Cashier role can be an asset to your team. Thank you for considering my application; I look forward to the possibility of contributing to Acme Corporation.

Sincerely,

Jordan Smith