

Jordan Taylor

January 16, 2026

Acme Corporation

RE: Relocation Cashier

Dear Hiring Manager,

I am excited to apply for the Relocation Cashier position at Acme Corporation, which I discovered on your careers page. With my extensive experience in providing exceptional customer service and managing financial transactions, I am eager to bring my skills to your esteemed company and contribute to your team's success.

In my previous role as a cashier at Global Movers, I successfully managed over 300 transactions weekly, ensuring accuracy and efficiency in cash handling and credit card processing. I implemented a new organization system for cash drawers, which reduced discrepancies by 25% over six months. Additionally, I was recognized as Employee of the Month for consistently receiving positive feedback from clients regarding my friendly demeanor and willingness to assist with their relocation inquiries. My ability to communicate effectively with customers and address their concerns promptly has always been a priority, as I understand the importance of a seamless transition during relocation.

I am particularly drawn to the opportunity at Acme Corporation because of your commitment to providing customers with a smooth relocation experience. I am confident that my proactive approach and problem-solving skills will be beneficial in managing the cashier operations effectively. I am eager to discuss how my background in financial management and customer service aligns with the goals of your team. Thank you for considering my application; I look forward to the possibility of contributing to Acme Corporation's continued success.

Sincerely,

Jordan Taylor