COVER LETTER

Akiko Tanaka
52 Orchard Street
London
W2 3BT
Mobile: 07960 999999
E-mail:
akiko9999@hotmail.com

Fortnum & Mason's
181 Piccadilly
London
W1A 1ER

3 August 2011

Dear Sir/Madam,

Re: Job as a part-time sales assistant (reference: JBW5014)

I would like to (1)_____ for the job of part-time sales assistant in the food section of Fortnum & Mason's in Piccadilly, as (2)_____ in "Recruit Now" on 2 August. Please find (3)_____ a copy of my CV.

My previous jobs include two years as a sales (4)_____ in an organic food shop in Japan. This has given me (5) _____ of dealing with customers, as well as cashier skills and a basic (6) _____ of food retailing.

I have been living in London (7) _____ last September, and am currently studying English at a (8) _____ school. I have good English communication skills (recently I passed the Cambridge First Certificate in English exam). My fluency in Japanese may be useful when (9) _____ with your Japanese customers. I am an enthusiastic worker, and enjoy (10) _____ in a team. My student visa (11) _____ me to work up to 20 hours per week (or longer during my school holidays), and I could (12) _____ work immediately.

I would welcome the opportunity to (13) _____the job vacancy with you on the telephone or at an (14) _____. I can be contacted most easily on my (15) _____ telephone or by e-mail (see details at the top of this letter).

Yours faithfully,

Akiko Tanaka

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