

[Your Name]  
[Your Address]  
[City, State ZIP Code]  
[Your Email Address]  
[Your Phone Number]  
[Date]

[Hiring Manager's Name]  
[Company Name]  
[Company Address]  
[City, State ZIP Code]

Dear [Hiring Manager's Name],

I am writing to express my interest in the retail position at [Company Name] as advertised. Although I do not have direct experience in retail, I am eager and motivated to start my career in this exciting industry. I am confident that my positive attitude, strong work ethic, and willingness to learn make me a great fit for your team.

I pride myself on my communication skills, attention to detail, and ability to deliver excellent customer service. I am comfortable interacting with people from diverse backgrounds and enjoy creating a welcoming and helpful environment for everyone. I am highly adaptable, able to perform well in fast-paced situations, and always strive to exceed expectations in whatever tasks I undertake.

I am excited about the opportunity to learn from the experienced staff at [Company Name] and contribute to a friendly and productive work environment. I look forward to the possibility of discussing how my enthusiasm and commitment can benefit your team.

Thank you for considering my application. I hope to hear from you soon regarding the next steps in the hiring process.

Sincerely,  
[Your Name]