

20 Southmoor Way
Gosforth
Newcastle upon Tyne
NE1 8LT

John Phillips Esq. Men's Tailoring
17 Silver Cross Way
Eldon Square
Newcastle upon Tyne
NE1 8RJ

12 January 2015

Dear Mr Phillips

Part-time Sales Assistant, John Phillips Esq. Men's Tailoring. Ref:102

I would like to apply for the above position as advertised on Newcastle University Careers Service's Vacancies Online website. I enclose my CV as requested.

I have relevant customer service experience and I am looking for a part-time job in the retail sector, particularly within fashion. I am currently studying English Literature at Newcastle University and aim to pursue a career in retail management on completion of my degree. I believe working for your company would further enhance my knowledge of the sector as well as providing valuable shop floor experience with a company renowned for its customer commitment. I hope to prove myself as an asset to John Phillips Esq. using the skills I have gained from my previous employment and education.

In my last position as bartender, in the busy 'Echo Bar' in Newcastle, I interacted well with customers, successfully handling sometimes challenging situations with tact and good humour. I became adept at using my interpersonal skills, particularly in training and developing newer members of staff. I was additionally responsible for handling large amounts of money and was entrusted with the keys to the safe while my manager was away.

My previous roles as a kitchen assistant and helpdesk assistant helped me to develop a high level of attention to detail, as well as the ability to work well under pressure. I worked quickly and accurately in both roles. From various activities carried out during my degree, including group work, meeting essay deadlines and presenting to fellow students in seminars, I have further enhanced my team working, time management and communication abilities.

I became aware of John Phillips Esq. when I was looking for a dinner jacket for a Christmas ball. I was impressed by the outstanding friendliness and professionalism of your staff and I believe I would fit in well with your team. When visiting your website, I also noticed that you use a lot of French suppliers and my ability to speak and write fluent French may be an advantage to your company in this respect.

Thank you for taking the time to consider my application. I look forward to hearing from you in the near future.

Yours sincerely

Olivier Bird