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**Mr. Peters**

123 Your Street  
Your City, ST 12345  
(123) 456-7890  
no\_reply@example.com

Today's Date

**Company Name**

123 Address St  
Anytown, ST 12345

To whom it may concern,

I am writing to apply for the position of cashier at the One Stop Superstore. I would like to apply for this position because I think that I will be a good member of your team and I can help your store be successful.

As a student at Rutland Middle School, I have learned the importance of collaboration and communication. I can work well under pressure and can easily start conversations with the customers. I am good with computers and am always on time for work. I am also very organized and enjoy solving problems. A cashier can be a stressful job when the store is busy, but I think that with my organization I will help your company be successful.

I would like to setup an interview for the position. I can be reached at (123)456-789. Thank you for considering me for the job. Please see attached for my resume.

Sincerely,

**Mr. Peters**