

**Jennifer Jobseeker**  
222 McDonald Road  
Sutter, CA 95982  
(530) 555-2525

---

January 4, 2013

Target

Ms. Mary Manager  
1153 Buttehouse Road  
Yuba City, CA 95991

Dear Ms. Manager,

Recently seeing your advertisement for the Sales Associate position at your store is the opportunity I have been seeking. Per your job description my background and your requirements seem to be an excellent match. My resume is enclosed for your review.

Interacting with the public is part of my daily volunteer work at the American Red Cross. Recently after proving myself capable and responsible I was given the task of registering guest for classes. Often completing my assigned duties quickly and volunteering to assist staff members and volunteers with additional projects.

If you are looking for an individual who is friendly, hard-working and an excellent team player, please consider what I have to offer. Hope to have the opportunity to discuss the possibility of joining your staff as a trainee. Thank you for your consideration.

Sincerely,

Jennifer Jobseeker

Enclosure: Resume