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Susan Sample

Store Director/Manager

Safeway Corporation

900 North Callow

Bremerton, WA 98312-3807

Dear Ms. Sample,

Please accept my resume and application that I am sending in response to **the courtesy clerk position** posted at your West Bremerton Safeway Superstore.

I would like this position because I have intentions of furthering my education in the business field. I believe that working in your store is an exceptional place to start. I feel I am well qualified for this position because I have spent time in our school store and have taken **3 business-related classes** that will help me perform the tasks entailed in this job.

I feel I am qualified for this position because during the past two years I have had three employment opportunities related to business. The first was **providing yard and lawn care services** for seven of my own clients. My second job opportunity was in the Cougar Den, our school's store at Central Kitsap High School. As a **crewmember** in the Cougar Den, my duties include working a cash register, stocking merchandise, counting and balancing tills, and cleaning work areas. I also hold the position of **Espresso Manager** and I am a **Barista**. This entails the tasks of making lattes and maintaining the espresso cart supplies such as coffee, latte flavors, milk and a sufficient supply of cups and lids.

These jobs taught me many important concepts related to every line of work. The three most predominant concepts I learned were to utilize good **time-management**, practice helpful **customer service**, and always maintain a high level of **quality in my work**. In addition, a skill I have refined while working in the store is an **increased ability to get along with my co-workers**.

I also participate in school sports, wrestling in particular. Wrestling has taught me two things; the importance of **dedication and discipline, both mentally and physically**, and wrestling like a job, is an individual effort that goes towards the teams' or business' overall success.

The three Marketing classes I have taken (Introduction to business, Store Operations & Store Management) have given me the opportunity to learn the theory and basic premises that business use to satisfy customers while earning a profit. I feel that this information will help me to be a productive member of your staff.

I would like to request an interview for the courtesy clerk position at the Bremerton Safeway. I have included a copy of my application and resume for your review. I look forward to the opportunity to present my portfolio to you and your interview team.

Sincerely,

Michael Smith

Enclosure