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| **robert smith**  **Store Clerk** | Phone:(123) 456 78 99  Email: info@qwikresume.com  Website: [www.qwikresume.com](http://www.qwikresume.com)  LinkedIn: linkedin.com/qwikresume  Address:1737 Marshville Road, Alabama |

[Today’s Date]

[341 Company Address]  
[Company City, State xxxxx]  
[(xxx) xxx-xxxx]  
[hiring.manager@gmail.com]

Dear [Mr./Mrs./Ms.] [Hiring Manager’s Name],

I am submitting this letter in response to the job position for the post of Store Clerk at \*\*\*. With my 10 years of experience in the field of retail sales, customer service, and product displays, coupled with my track record of ensuring the efficient running of stores, I believe that I would make a strong and positive contribution to your team as I take up to be your next Store Clerk. My experience lies in assisting customers with product selection, managing and organizing inventory and stock levels, and processing register transactions in a challenging and customer-focused retail atmosphere. With strong communication skills, inner motivation, and interpersonal skills, I excel at maintaining a clean and welcoming environment, greeting customers, and outstanding customer service.

I have been working as a Stores Assistant for the past 3 years, and during this tenure, I have become efficient in inventory management, forecasting, and dealing with tough customers. My typical duties include –

* Assisting the store customers in product selection, and purchase of items based on their taste and budget
* Operating and using manual and computerized systems including POS
* Ensuring the safety and cleanliness of the whole store
* Checking the display shelves and ensuring expired products are removed and new items are stocked
* Excellent math skills, and fast counting abilities, with the ability to stay alert and monitor the store even during peak hours
* The ability to supervise new workers and maintain a safe environment for customers and employees
* High level of physical stamina and endurance to work for long hours and weekends and holidays

Apart from my degree in \*\*\*, I am familiar with the centralized receiving and distribution process, I am an expert in using handheld scanners and can track every function efficiently. My enclosed resume details my relevant qualification and transferable skills. I look forward to hearing more about \*\*\* and the Store Clerk role. Thank you for your time and consideration.

Sincerely,

[Your Name]