To: Foot Locker

From: Student Name

Date: December 14, 2017

Subject: Sale’s Position

Are you interested in shoes? Do you have an interest in sales? Looking for a job? Come on in to Foot Locker and ask for an application. Who knows you might be the next member of our team.

There are many perks to working at \_\_\_\_\_\_\_\_\_\_\_\_. Some of them are \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. If your interested \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to schedule an interview with us. We always \_\_\_\_\_\_\_ seasonal help. Ask for Stan at your local Footlocker in \_\_\_\_\_\_\_\_\_\_, Illinois. This promotion is only available until December \_\_\_\_, 20\_\_.

Student Name

\_\_\_\_\_\_\_ N Cedar Drive

Peoria, IL 61603

December 13, 2017

Mr. \_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_ Melbourne Avenue

Peoria, IL 61604

Dear \_\_\_\_\_\_\_\_\_,

I am currently from the\_\_\_\_\_\_(*town, state*)\_\_\_\_\_\_\_\_\_\_\_\_ area and am seeking \_(**full or part**)\_\_\_\_ time employment with\_\_(company name)\_\_\_\_\_\_\_\_\_\_ at (address of places). I am specifically applying for the (job title) opening. I leaned of the position through (*how did you hear about it)* .

As highlighted in my attached resume, I have experience with (*list your skills that would be useful for the job*). My education from (current school) that would help me with this position are: *(list educational courses*). I am looking to gain (*tell what you want to get out of this position*).

I would like the opportunity to interview for this position and to learn more about what it entails. I will be available for an interview anytime from *(list hours during the week*). I will be happy to submit additional information if needed.

Sincerely,

Student Name

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