

Amelia Hughes

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3 October 2026

Ms Leanne Doyle
Shop Manager
Bramhall Cards and Gifts
6 Market Walk
Stockport SK1 1EX

Dear Ms Doyle

Application for Saturday Sales Assistant

I am applying for the Saturday Sales Assistant job advertised in your shop window. I am in Year 11 at Hollins Vale School, predicted grades 5 to 7 in nine GCSEs including 6 in English and maths, and I would like my first paid job to be in a shop.

Since March I have volunteered on Saturday mornings at the Cedar Hospice charity shop, where I serve customers at the till with a supervisor, take card payments and fill in Gift Aid forms. I have not missed a shift. At school I help run the tuck shop twice a week and count the float after each break, and in my work experience week at Pennine Garden Centre I priced stock and helped customers find what they needed.

I have bought birthday cards from your shop for years and like how your staff remember regular customers. I would enjoy serving on the till and keeping the card stands full on busy Saturdays.

I can work every Saturday and weekdays after 4pm, with more hours in the school holidays. My CV is attached, and my supervisor at the charity shop has agreed to give me a reference. Thank you for reading my letter.

Yours sincerely

Amelia Hughes