

# Finding Temporary or Casual Part-Time Work Example Covering Letter

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35 University Road  
Portswood  
Southampton  
SO17 1BJ

Mr Richard Jones  
Recruiting Manager  
ALDI  
88-96 Bevois Valley Road  
Southampton  
SO14 0JZ

30<sup>th</sup> September 2019

Re: Sales Assistant – Aldi, Portswood

Dear Mr Jones,

I would like to apply for the job of part-time Sales Assistant at Aldi, as advertised on the University of Southampton's jobs board, MyCareer.

I am a hardworking second year History student interested in extending my work experience through part-time work whilst I study. My student visa entitles me to work up to 20 hours per week during term time and full-time during holidays and I have acquired a National Insurance Number.

My previous part-time job with Tesco has provided me with extensive experience of delivering strong customer service as well as sale and cashier skills. Having practised English since school, I have excellent language and communication skills and achieved a high score for my IELTS (International English Testing System).

I regard myself as an enthusiastic worker and enjoy working in a team, which I have done in my previous jobs as well as during project work and seminar presentations on my course. I am interested in this position, as I believe it will enable me to utilise the skills I have developed through my course and work experience to date.

As a regular customer, I am keen to work for the UK's leading supermarket retailer and have been impressed with what I have read about your organisation on the Aldi Careers website. Additionally, I have a strong interest in sports and followed the Olympics this year, as a sponsor of Team GB I would like to work for an organisation that aligns to my values and interests.

For your information, I enclose a copy of my CV and hope to hear from you soon.

Your sincerely,

(signed)

Print Name