

**Samuel Jones**

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**Spark Electronics**

132 High Street

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Reading, UK, 21 July 2025

Dear Hiring Manager,

I am writing to apply for the Shop Assistant position at Spark Electronics, as advertised. While I do not have previous retail experience, I am enthusiastic, reliable, and eager to learn. I have a strong interest in customer service and enjoy helping people, which I believe makes me a great fit for this role.

I am confident that my positive attitude, willingness to take on new challenges, and ability to work well with others would allow me to contribute positively to your team. I'm keen to learn more about your products and help customers find the right solutions. I am also flexible with hours and happy to take on weekend shifts if required.

Thank you for considering my application. I would be grateful for the opportunity to speak further about how I can support your team.

Yours sincerely,

Samuel Jones