

Asanda Mvelase  
M817 Mkhonzeni road  
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Date

**Recipient Name**

Recipient Designation  
Company Name  
Recipient Address

**RE: Application for Casual Retail Sales Assistant position**

Dear Recipient Name,

As a highly motivated and dedicated student with strong interpersonal and communication skills, I would like to apply for the position of Casual Retail Sales Assistant.

As a student I have been extensively involved in my school community, which has allowed me to develop strong interpersonal skills. My involvement in various events, including drama and sports carnivals, has allowed me to work closely with my peers while supporting the school community as a whole.

These experiences have allowed me to develop strong time management and organisational skills, which I see as being very important when seeking to work in casual employment while continuing to study.

Personal attributes that I believe make me suitable for this position include:

- **Motivation:** Volunteer participation and school results demonstrate high motivation.
- **Communication:** Acting in drama performances and working as an MC for school events has allowed the development of communication skills.
- **Customer Service:** Assisting with the sale of products at community events has allowed the development of customer service skills.

My teachers and educators have eulogized me for my willingness to participate and my dedication to helping out where possible. I enjoy working with others and believe that my strong communication skills will ensure that I can meet the expectations of this role.

I am aware that you will receive a large number of applications for this job, but I would very much appreciate the opportunity to demonstrate my capabilities to you in person.

I believe that I have a lot to offer your organisation. I am keen to develop my professional skills and look forward to discussing my application with you at an interview. I have enclosed a copy of my resume for your consideration. I can be contacted at all times on the details provided above.

Thanking you in advance for your time,

**Your Name**

# Asanda Mvelase

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## Objective

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I am a highly driven recent hard working individual seeking a full-time position. where I can lend my knowledge analytics to help your organization improve profitability.

## Education

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- Phambili high school 2025  
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## Skills

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- General assistant

## Reference

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General assistant  
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