Subject: Application for Customer Service Assistant – Lethabo Molefe

Dear Hiring Manager,

I'm applying for the Customer Service Assistant position at Riverwalk Retail. I recently completed my National Senior Certificate and have hands-on experience supporting customers through a school fundraising project and part-time weekend work. I'm confident in customer service, handling queries calmly and working accurately under pressure.

In my most recent part-time role at a local takeaway, I assisted customers at the counter, confirmed orders and resolved mistakes quickly while keeping service moving during busy periods. I also helped reconcile daily cash-ups with the supervisor and learned the importance of accuracy and honesty when handling money.

I'm especially interested in this role because your advert mentions teamwork, shift work and strong communication, areas where I've consistently performed well. I'm willing to work weekends and public holidays, and I'm comfortable standing for long periods and assisting customers throughout the store.

I've attached my CV and certified copies of my ID and matric certificate. I'm available for an interview on weekday afternoons and can start immediately.

Kind regards,
Lethabo Molefe
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