

[Today's Date]

[Hiring Manager's Name]

[341 Company Address]

[Company City, State xxxxx]

[(xxx) xxx-xxxx]

[hiring.manager@gmail.com]

Dear [Mr./Mrs./Ms.] [Manager's Name],

I am writing to you in response to the Sales Associate job advertisement listed on your website. I would like to convey my interest in the position, as I am confident that I possess all of the necessary qualifications to fulfill the job role.

Over the past five years, I have worked as a sales associate at both Target and H&M. My experience at these companies has taught me the value that passionate customer service can bring not only to a brand's image, but to the company's bottom-line as well. If you ask my former managers about my performance, they would mention my exceptional upselling techniques—which increased sales and customer retention. For example, at H&M I was able to:

- Assist an average of 40 customers per day in finding or selecting items, and provided recommendations that generated \$8K in additional revenue
- Achieve an average of 140% of sales goals for three consecutive months
- Provide outstanding customer service, receiving 96% in customer service feedback surveys

I would like to discuss your sales associate position in detail and would be happy to come in for an interview at any time that's convenient for you. I am available by phone or email. Thank you for your time and consideration. I look forward to hearing from you.

Sincerely,