January 8, 2020

Mr. Jeremy Jackson

Human Resources Officer

XYZ Company

2900 Wilshire Blvd

Los Angeles, CA 90028

Dear Mr. Jackson,

I am interested in the part-time sales associate position at XYZ Company that was advertised on a posting at the Daily Herald. With interest, I feel that my experience would be valuable to your company. My people skills and attention to details are assets that I have been able to utilize in my previous sales positions.

I have extensive retail experience, having worked at Foods and Stuffs Gen. Merchandise as well as large department stores. In these jobs, I was often praised for my dedication. I was particularly skilled at spotting items that were out of place, and quickly returning them to their appropriate locations in the store. I have also been thorough with record keeping and inventory.

I have strong communication skills. I am able to interact with clients in a delightful and approachable manner. In my last position, I interacted with over 60 clients daily. I was named Employee of the Month for three months in a row, and was recognized for my contribution to a 10% yearly increase in sales in my department.

I would appreciate the opportunity to meet with you regarding this position. I am available during flexible hours, and I believe that you would find me to be an asset to your company.

I have enclosed a copy of my resume for your consideration. I can be contacted at all times on the details I have provided.

Thanking you in advance for your time.

Sincerely,

Ben Wyatt