

Sales Associate Cover Letter Sample 1

Catherine Pierce

22 Winter Avenue, Savannah, Georgia, 74111

cpierce@email.com

753-951-4587

Lucas Andrews

Clancy's Department Store

356 Charleston Street, Savannah, Georgia, 74111

Dear Mr. Andrews,

I would like to offer myself as a candidate for the sales associate position that you have advertised on your store's website. Your ad indicates that you are primarily interested in someone who has at least three years of experience in a retail environment. Since graduating high school, I have worked in clothing retail stores in both Atlanta and Savannah. These environments have allowed me to become comfortable working with people from a variety of backgrounds, and for this reason, I feel that I would be a great asset to your company.

Currently, I work for Loretta's Shoe Shop in Savannah. My job allows me to work with nearly 40 people every day. I help them determine the right pair of shoes, the right size, and the right style. I'm also responsible for stocking, replenishing, and organizing our inventory. Our store has two front window displays, and I am responsible for making sure those displays are assembled and orderly every day.

My primary achievement so far has been to reorganize the back storage room. Prior to my arrival at Loretta's, the back storage room was a significant disaster, and it was impossible to find merchandise when customers wanted it. I was able to suggest a new and easy-to-implement solution that greatly reduced the amount of time we spent searching for new products.

As a worker at Loretta's Shoe Shop, I have been able to increase my customer service skills. Since I have been working in retail environments for over ten years, I strongly feel that these skills are among my best assets. Customers have frequently commented on my ability to always greet them with a smile. I am also highly organized, and that is a skill that is essential in handling the busiest days in any retail environment.

Once again, I would like to thank you for your consideration of my employment application. I've enclosed my resume, which will give you more information about my prior customer service and retail experience. I will contact you within a week if I have not heard back from you, in order to discuss the possibility of an interview.

Sincerely,
Catherine Pierce

