

Sales Associate Cover Letter Sample 2

Morgan Alexander

2235 Penguin Avenue, Fairfax, Virginia, 74570

malexander@gmail.com

740-457-8712

Mrs. Gail Garcia

Margo's Clothing Superstore

5678 Allen Drive, Fairfax, Virginia, 74570

Dear Mrs. Garcia,

Your store's website recently announced that you were looking for a part-time sales associate. I have four years of retail experience, and feel that I would be an excellent fit for your company. Both my experience and my willingness to work as part of a team to satisfy the customer will make me a valuable part of your work force.

In my current position, I am responsible for both answering telephone inquiries and greeting customers in person. My interactions with customers reach at least 30 people daily, and I view building this customer base as a very important part of my job. I have grown adept at assisting in marketing efforts by building a rapport with customers, and then casually inviting them to our store's future events. Daily tasks, such as stocking, creating displays, and performing pricing mark downs are also part of my duties.

My quick complaint resolution has received recognition from my superiors. I was awarded "Best Customer Service Associate" two years in a row for my ability to resolve complaints, while still keeping customers happy. My monthly quotas for getting customers to sign up for credit cards has also been consistently met or exceeded.

In addition to my customer service skills, our store benefits from my fashion knowledge. Many of our customers come through the door with only a small idea about what they want to wear. I am able to answer any fashion questions they might have, and to suggest certain products to help them obtain the look they are trying to achieve. I'm also very detail-oriented and organized, and these are skills valuable to retail workers when they are stocking and building displays.

It is with great anticipation that I await your reply to this cover letter and my attached resume. Your ad indicated that you were interested in an individual with at least three years of customer service experience, and I fit this qualification. I would be happy to discuss my additional qualifications in person during an interview. Contact by both phone and email is acceptable.

Sincerely,

Morgan Alexander

