

Killer cover letter examples

Ms Jane Brown
101 Any Road
Every Town
XX1 1YY

Mr John Smith
ABC Company
All Streets
Any Town
AA1 1ZZ

(Date)

Dear Mr Smith

Position of Sales Assistant

I am interested in the above post and would like to apply.

My CV indicates my previous work experience in busy retail locations in the leisure and children's clothing sectors. I believe that my success in retail sales is due to my excellent interpersonal and customer service skills. I can communicate with customers in a friendly and informative manner and help them to make the right product choices.

I also have a great deal of experience in storing and laying out stock, handling cash and processing debit and credit card transactions. I work well with others and have a real team spirit mentality.

I am keen to transfer my skills to your company's sector and feel sure that I would be a successful addition to the store. I am flexible in terms of working patterns and can be depended upon to work hard.

I would appreciate the opportunity to meet you to discuss the post in more detail. In the meantime, I would like to thank you for taking the time to consider my application.

I look forward to hearing from you.

Yours sincerely

Jane Brown

Copyright Information: These [cover letter examples](#) are copyright of [Learnist.org](#) so cannot be published on any other site without prior permission however you are more than welcome to link to [cover letter templates](#).