

Cover Letter Sample



18 February 2012
Jonathan Brown

ABC Sales
85 Carlton Road
London
SW1Y 4QQ

Dear Sir/Madam,

Re: Sales Assistant Vacancy (vacancy number 40568)

I am writing to apply for the position of sales assistant at your company, which was advertised in the Guardian on 14 February 2012.

For the past two years I have worked as a sales assistant at a busy shoe store, where I have developed my customer service skills. Although I have greatly enjoyed this role, I am looking for a new challenge that will provide me with the opportunity to further develop my retail sales career.

I have enclosed my CV to support my application. It shows that I will bring important skills to the position, including:

- time management and strong organisational skills
- high-level customer service
- cash-handling and sales ability
- motivation and dedication.

I have been a customer of ABC Sales for a number of years and have always been impressed by the quality of service I have received. I am enthusiastic and professional, and I believe I would fit well into the company's team culture and contribute to the ongoing success of the sales department.

I would very much enjoy having the opportunity to talk with you further to discuss the requirements and expectations of the position, and how I could use my skills to benefit ABC. Thank you for considering my application. I look forward to hearing from you.

Yours sincerely,

This Cover Letter can be used alongside *Sample CV 1 (Template)* in the CV Section of our Help Zone. It provides evidence of the candidate's relevant retail experience, whilst also expressing enthusiasm in the specific position.