

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Date]

[Hiring Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

**Dear [Hiring Manager's Name],**

I am writing to express my interest in a Sales Associate position at [Company Name], as I am keen to contribute to your team with my skills and experience in sales and customer service.

I admire [Company Name] for [specific reason related to the company or its values], and I believe that my proactive approach and commitment to excellence align perfectly with your company's goals.

I would be grateful for the opportunity to discuss how my background, skills, and enthusiasms can be an asset to your team. Thank you for considering my application. I look forward to the possibility of discussing this exciting opportunity with you.

Sincerely,

[Your Name]