

John Doe

123 Main Street

City, State, ZIP Code

Email: johndoe@example.com

Phone: (123) 456-7890

Date: [Insert Date]

Hiring Manager

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear Hiring Manager,

I am writing to express my interest in the Retail Associate position at [Company Name] as advertised on [where you found the job listing]. With a strong background in customer service and a passion for retail, I am excited about the opportunity to contribute to your team.

In my previous role at [Previous Company Name], I successfully managed customer transactions, assisted clients with product selection, and maintained a well-organized sales floor. My effective communication skills and ability to work in a fast-paced environment helped me to consistently exceed sales targets and enhance customer satisfaction.

I believe my skills in [specific skills relevant to the job] make me a suitable candidate for this position. I am particularly drawn to [Company Name] because of [something you admire about the company].

I am looking forward to the opportunity to discuss my application further. Thank you for considering my application. I hope to bring my strengths to your team.

Sincerely,

John Doe