

# Job Inquiry for Retail Associate Position

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Hiring Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Hiring Manager's Name],

I am writing to inquire about any potential retail associate opportunities at [Company Name]. I am very interested in joining your team and contributing to your store's success.

With [number] years of experience in retail and customer service, I possess a strong ability to connect with customers and understand their needs. I am enthusiastic about creating a positive shopping experience and would be excited to bring my skills to your team.

Enclosed is my resume for your review. I am looking forward to the possibility of discussing any available positions within your team. Thank you for considering my application.

Sincerely,

[Your Name]