**Your Name**

142 Your Address

Your City, State, xxxxx United States

(xxx)xxx-xxxx

your.email@gmail.com



[Today’s Date]

341 Company Address

Company City, State, xxxxx

(xxx)xxx-xxxx

hiring.manager@gmail.com

Dear Mr./Ms./Mrs. [Hiring Manager’s Name],

I am writing this email in response to your advertisement on LinkedIn for the position of Sales Associate. My personality and work ethic have allowed me to thrive in customer service jobs in the past, and I know that these experiences can make me an asset for your company.

With over five years of working experience as a sales associate, I have faced a plethora of situations which have helped me sharpen my people skills. As a member of the Trader Joes’ team for three years, I helped reduce customer complaints by 20% and initiated a storewide fitness program to improve employee morale. While working for Dennis Shipping as a Shipping Assistant, I further honed my customer service skills by building relationships with customers and increasing the repeat-customer rate by 15% during my first year. By being able to work with a variety of personalities and adapting based on situational needs, I have contributed and succeeded in both work environments.

[Target Company] wants to expand by appealing to the Spanish-speaking market, and with my functional knowledge of Spanish I believe I could be an important addition to your team. Furthermore, it appears that you need experienced people who have worked with a diverse array of customers to branch into new markets. Growing up in New York City I have worked with a variety of people from many socioeconomic backgrounds, and can help connect [Target Company] to potential clients.

I’d greatly appreciate the opportunity to have a face-to- face interview. I am ecstatic at the opportunity to continue working as a Sales Associate, and I strongly believe that I could positively contribute to [Target Company] and help it achieve both short-term and long-term goals. Feel free to email me at your earliest convenience -- I am available for an interview at any time. Thank you for your time and consideration; I look forward to your response.

Best,

[Your Name]

[SALES ASSOCIATE COVER LETTER]