

SAMPLE COVER LETTER

Name

Address

myname@email.com

(519) 555-5555

Fashion Forward One
81 Fifth Avenue
Sarnia, ON
fashionforward@email.com

Dear Manager:

Please accept my application for a **part-time Retail Salesperson position** at Fashion Forward One. I believe you will find me to be an enthusiastic person who understands the importance of providing good customer service.

In a recent cooperative education placement, I had the opportunity to talk to customers over the phone and provide them with information in a friendly and professional manner. I was often the first contact so I knew it was important to be cheerful and project a positive image of the company. As a retail salesperson at Fashion Forward, I would work hard to serve the needs of your customers and make them feel comfortable in the store.

Working in a restaurant also helped me understand the importance of being a team player. In a busy environment, we had to work together to figure out which tasks we had to do first and listen carefully to the manager's instructions. I have been complimented on being a respectful and reliable co-worker who works well in a team.

I would welcome the chance to discuss how my experience fits with the needs of Fashion Forward One. Thank you for your time and consideration and I look forward to hearing from you.

Sincerely,

My Name

Name

(519) 555-5555