

COVER LETTER EXAMPLE

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Dennis Grant (1)

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October 23, 2013 (2)

Ms. Jill Smith, Recruiter (3)

ABC Company, Inc.
234 Front Street
Missoula, MT 59801

RE: Retail Associate (4)

Dear Ms. Smith (5)

(6) Your advertisement for the job of Retail Associate caught my attention, as the listed requirements match perfectly with my background and skill set. I possess three years of experience directly related to customer service. With my strong interest in Sales and Marketing, I believe that I have many of the capabilities and skills required for becoming an integral and productive part of your sales team.

(7) My previous work experience has supplied me with a working knowledge that can be easily applied to the retail sector. I am a proficient user of Microsoft Excel, have excellent communication skills and work well in a team environment or independently. I have been placed in high stress, fast paced and dynamic situation in the past and I have proven that I work very well under pressure. As an employee in the restaurant industry I have learned the value of providing excellent communication and customer service with are skills that directly correlate to the retail industry and the position that you are offering.

Going forward, I feel as if my background, personality, and drive are suitable for employment within your company. I hope to have the opportunity to expand my professional career with your company and I am confident that I can be and asset to your growing team.

(8) I am excited about the opportunity of working with such and esteemed business as yours. I will be in contact with you to set up an appointment to further discuss your specific needs and my ability to meet them convenient time.

Sincerely,

Dennis Grant (9)

Dennis Grant

Enclosure: Resume (10)