**Troy Elliott**

[Street Address]  New York, NY 55900

Phone: 312-456-7890  Email: [Email Address]

**Today’s date**

Mr. Fridge, Manager

Appliance City

Address, City, State, zip  
  
**Re: Part Time Sales Person at Appliance City**

Dear Mr. Fridge,

Hard to say which I love more: appliances, people, or bringing the two of them together!

I’m applying for the position of part time sales person at Appliance City and have the skills to improve your sales and customer satisfaction more than you can probably imagine.   
I keep up to date on product improvements (and unfortunately, product changes which make the appliance less durable), and can even do a quick fix for appliance problems which are not covered by manufacturers’ guarantees.

My people skills include listening to customers to know what they’re looking for, intuiting what they really want, matching customers with the appliance most suited to them and their finances, and explaining exactly how to operate the appliance to maximize customer satisfaction.

As you see from my attached resume, I’ve had experience working in appliance stores and car repair shops. While my main focus is on sales, I’m not afraid to get my hands dirty and provide customer service if someone brings in a previously purchased appliance with a complaint. That’s how to keep customers happy – by standing behind what we sell.

While I’m interested in the job on a part time basis, if you need me for more hours, I’m flexible.

Please set up an appointment with me and I’ll be happy to demonstrate my selling skills.

I can be reached at [Email Address] or 312-456-7890. Thank you.

Sincerely,

**Troy Elliott**

**Enclosure: Resume**