Jerry Peterson

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**Today’s date**

Mr. Walter Murphy, Hiring Manager

Company name

Address, City, State, zip

Dear Mr. Walter Murphy,

I am writing in response to your website ad for a department supervisor.

My interpersonal skills with staff and customers and quick grasp of “the big picture” will be an asset to your store, especially during the current holiday shopping season.

As my resume states, I have more than seven years of experience of working for a busy retail store.   
I achieved high sales figures through a combination of arranging irresistible displays, training other staff to enthusiastically describe products, and staying on top of inventory, with a special emphasis on ordering quickly selling merchandise before running out.

I supervised the other salespeople and introduced programs to motivate them to offer sterling customer service and improve sales, and participated in other promotional activities for increasing sales.

I really want us to arrange for an interview in the near future – meeting you in person will satisfy you that I can be a valued component of your company’s success.

Sincerely,

Jerry Peterson