**MC900196202[1]Carolyn Peterson**

[Street Address] New York, NY 55900, H: 555-555-5555, [Email Address]

**Today’s date**

Mr. Stephen Collins, Retail Store Manager

ABC Store

Address, City, State, zip

Re: Sales Assistant Position  
Dear Stephen Collins,

As a first-class shopper myself, I know what ladies and girls are looking for when they shop and how to make their retail experience an exciting happening that will turn them into steady customers.

I saw your ad for a sales assistant in your women’s clothes department and I’ve got what you’re looking for –

* friendly personality, check!
* Patience, check!
* Tactful and creative, check & check!

As you’ll see in my attached resume, all the stores I worked at reported sharp increases in sales during the times of my employment.

In my ten years of employment at MRT Staffing Management, I’ve worked at chain stores, outlets, and department stores.   
I assist shoppers in choosing flattering clothes for themselves and suggest ideas when they’re looking for that perfect present for a friend. I help them find the merchandise that they’re in search of, and answer their questions concerning the care and laundering of their purchases.

I find that my tolerance, respect, and patience when a customer is indecisive keeps them returning as repeat customers. I periodically rearrange the store selection to showcase our most striking selections, and keep all merchandise neatly and attractively displayed.

Please let me know when it would be convenient for me to come in to demonstrate my selling skills. Thank you for your time.

Sincerely,

**Carolyn Peterson**