YOUR NAME

Phone | Email | City, State, ZIP

Date

To Whom It May Concern:

I'm writing to express interest in the Sales Associate position at Leapfrog Boutique. My experience in the retail, customer service and sales industries has worked to improve my sales skills and given me a passion for connecting with customers and ensuring satisfaction.

In my current role as a Sales Associate at Shop 360, I work to greet customers with information about promotions, sales, and products. Using interpersonal skills, leadership, and problem-solving, I have increased sales numbers for the company by 8% during the last quarter and achieved the highest sales volume on the team for the last two sales quarters.

I have always focused on providing friendly, informative, and long-term relationships with consumers to assess and meet their needs and improve their experience. My other experiences in retail and customer service roles allowed me to gain and use product knowledge for clothing, cosmetics, and services. Thank you for your time and consideration. I look forward to learning more about Leapfrog Boutique and the role of the Sales Associate position. My skills and experience in sales can offer a great addition to your team.

Sincerely,

[Your name]