James Brown

238 Broadway

New York

NY

United States

To,

The HR Manager

XYZ Company

354 F 63rd Street

New York

NY 10022

United States

Subject- retail sales consultant cover letter

Respected sir/ma'am,

My name is [mention the name of the sender] and I am writing this letter as a reply to your advertisement which was posted on [mention the name of the company's website] on [mention the date]. After going through the job description, I am confident enough that my working history and educational background perfectly match with your company's requirements.

I would like to inform you that I have been working as a [mention the name of the job related to this job] at [mention the name of another company] for over [mention the duration] and their I used to read product manuals, attend training workshops to maintain and in depth understanding of our offerings, make and receive calls to discuss our products and engage in follow up conversations about the product etc.

I have the ability to describe product features in a simple way to the customers and I have excellent organizational and verbal communication skills. As for my academic background, I have completed my High school at [mention the name of the school]. I

can assure you that I will be a perfect fit for this job position. Kindly review my curriculum vitae which I have enclosed with this letter.

Thank you for your time and consideration. I look forward to hearing back from you soon.

Sincerely,

From

James Brown

[handwritten signature]

[Mention the contact details]

[Mention here, if there is any post note to be given]