

**Example of a Cover Letter used to obtain an interview for an
Executive Team Leader at a major retail outlet**

Alyssa Elgin

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Date

Major Retail Canada

Re: **Executive Team Leader**

Dear Ms. Smith,

I am responding to the job posting: Executive Team Leader as posted on retail.ca/careers. I am in the process of relocating from British Columbia to Ontario on May 1, 2XXX, and I am very interested in working for Major Retail Canada. I am confident that my skills and professional experience make me the ideal candidate for this position.

My professional background has included a number of progressive management roles focused on building staff excellence through coaching and professional development. My wealth of experience has honed my problem solving, customer management and critical thinking skills. These skills were formally recognized when I was selected as a member of the leadership team responsible for opening a 92,000 square foot recreation facility in 2XXX. My accomplishments working in a customer service environment demonstrate my commitment to success, safety, and providing a setting that exceeds client expectations in their daily experience. I have managed staff teams as large as 60 and have always maintained high standards driven by a culture of open communication, personal recognition and respect. My dedication to team and project success throughout my work experience is indicative of my commitment to being results-oriented while making sound judgments and decisions. My talents in recruitment, training and facilitation match my engaging personality and desire to ensure that the right people are on the team to get the job done.

I have always been a supporter of Major Retail's ability to provide quality products at a fair price for its customers. I also want to be part of an organization that provides opportunities for individuals to grow and develop. I am interested in pursuing a role that allows me to support the success that Major Retail will achieve, and have confidence that my personal attributes align well with your organization's focus on team culture and store excellence.

My experience with the YMCA has provided a strong connection to community through partnerships, fundraising and ensuring no client is turned away for an inability to pay. I would draw on these experiences to help Major Retail quickly and efficiently build community in Canada. I am excited about the prospect of joining an organization that truly gives back to the cities and neighbourhoods in which they operate. I have no doubt that my values-oriented work ethic and team player attitude align perfectly with Major Retail's focus on a dynamic and collaborative work environment.

I am confident that my current and previous staff and colleagues will attest to my skills, fit and ability to quickly learn and adapt to new environments. Most importantly, my associates will confirm my passion and drive for individual, as well as team success. I look forward to hearing from you regarding this opportunity.

Sincerely,

Alyssa Elgin