

Example of a Cover Letter used to obtain an interview for a Sales Associate position

**JAMIE MEDWAY**

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September 5, 2XXX

Ms. Elvina Malik  
Store Manager,  
Sports Essentials  
Masonville Mall,  
London, ON N5L 3S9

**Re: Sales Associate position**

Attention Ms. Malik:

With regard to your current need for a part time sales associate, I am confident you will be interested in my relevant accomplishments and experience outlined in the enclosed resume. I heard about this opportunity from Tanya Anden, who has recently joined your sales team. Currently I am enrolled in part time studies in Arts & Humanities at Western University. Upon reviewing your job advertisement, I know my experience and qualifications would be an excellent match with your requirements:

**Your requirements**

- 2 years' sales experience environment.
- Familiarity with a wide variety of sports accessories and equipment.
- Relationship-building skills.
- Ability to work a variety of shifts.

**My qualifications**

- 2 years as a top-performing sales associate, with in a busy retail numerous customer recommendations.
- Experience in competitive hockey, soccer, and baseball, as well as four years playing tennis and golf.
- Skilled in quickly assessing purchasing needs and developing a positive rapport with customers from diverse backgrounds.
- Flexible schedule with availability during evenings and weekends.

Sports Essentials is a leader in the supply of high quality, brand name merchandise for athletes and sports enthusiasts alike. As a recent addition to Masonville Mall, I understand the importance of establishing yourself as the "go to source for sports products." With proven sales skills and excellent references, I am confident in my ability to help your company achieve important sales targets.

A meeting at your convenience to discuss your needs and how I would be an asset to your sales team would be most appreciated. I look forward to hearing from you. Thank you for your consideration.

Sincerely,

Jamie Medway