

Sample Cover Letter

Mr. John Smith, Hiring Manager
Dick's Sporting Goods
2771 El Camino Real
Tustin, CA 92782

February 25, 2016

RE: FOOTWEAR SALES ASSOCIATE POSITION FOR JOE BOXER

Dear Mr. Smith,

I applied online today for the Footwear Sales Associate position at your store. I saw the job posting on your website and immediately applied, as I am passionate about sports and customer service. I believe that my sports experience (I lettered in Track & Football) coupled with my friendly attitude and willingness to please customers, make me an ideal candidate for this position.

Previously, I worked for six months at Old Navy where I received great training in customer service, and also helped out in the stockroom, unloading deliveries and organizing merchandise. I also had the opportunity to serve as a Cashier, where I always assisted customers with enthusiasm and a smile. With my work experience and passion for sports, I believe I can make a great addition to your team at Dick's Sporting Goods.

Thank you for taking the time to review my online application. Since there was no opportunity to attach my resume to the application, I enclosed* it here for you. I would appreciate a meeting with you to discuss how my experience and personality will best meet your needs. I will call the store on Friday, February 27, to see if we can arrange a meeting.

Sincerely,

Joe Boxer

Joe Boxer

949-724-6741

jboxer@anymail.com

* if you are emailing your cover letter, then state "attached to this email"