

# Ammarah Grimes

High School Graduate  
531 First Street, Dover, DE 98765  
a.grimes@myemail.com  
(654) 321-0987

**April 23, 2021**

**MACY PADILLA**

Senior Hiring Manager  
Gamestop  
(432) 109-8765  
m.padilla@youreemail.com

Dear Ms. Padilla,

In my final year at Dover High School, I received the highest mark in my cohort for my marketing elective coursework. My teachers praised my detailed understanding of consumer behavior and strong insights into effective sales techniques. I am excited to apply this knowledge as a retail associate at Gamestop.

As an energetic and enthusiastic recent high school graduate with a year of part-time experience in a busy retail outlet, the opportunity to contribute to Gamestop's incredible reputation for customer service appeals to me. My professionalism and customer-focused attitude make me the ideal fit for your organization.

My recent achievements include:

- Ranking in the top 10% for upselling in my store during the Christmas period in 2020
- Being selected to coach three new hires to use the point-of-sale system
- Receiving an email of thanks from a customer for my outstanding service after helping her find the ideal gift for her son's 18th birthday

I would like to arrange an interview to explore how my gaming knowledge and strong work ethic can yield strong sales for Gamestop in 2021. Please get in touch to book a suitable appointment.

Sincerely,

*(Insert Signature Here)*

**AMMARAH GRIMES**

P.S. I would love to tell you how I raised over \$1k at my school's recent charity drive.