

EVERETT DAY

Retail Sales Associate 654 Main Road, Houston, TX 00495 e.day@myemail.com (400) 350-3183

May 17, 2021

LOIS FLEMING

Senior Hiring Manager
Ross Stores
(485) 204-2058
l.fleming@youreemail.com

Dear Ms. Fleming,

Last year, I collaborated with a team of five colleagues to reconfigure the shop floor to improve customer flow and encourage social distancing. This project significantly reduced traffic and waiting times around busy areas. I am excited to demonstrate similar innovation as a retail sales associate at Ross Stores.

As an experienced sales associate with 7+ years' experience in clothes and homeware stores, the chance to work for a household name like Ross Stores is irresistible to me. I believe that your company's inclusive and customer-centered ethos is the perfect fit for my professional values. My recent accomplishments include:

- Consistently maintaining an average 5-star satisfaction rating for three years running
- Training five new hires on theft prevention strategies, reducing losses by 32% over 12 months
- Being selected to act up as deputy manager to cover a colleague's maternity leave in September 2020

I would love to meet you to explore how my abilities can benefit your company in 2021. Please contact me to arrange a convenient interview.

Sincerely,

(Insert Signature Here)

EVERETT DAY

P.S. I would love to explain why I was chosen to speak at our company's annual Wellbeing Day in 2020.