

Collin Jones

Retail Sales Associate 123 Address St., Austin, TX 78610 cjones@youremail.com (123) 456-7890

May 20, 2021

Brad Campbell

Store Owner
Athlete Stop
(978) 654-3210
brad@athletestop.org

Dear Mr. Campbell,

As an ambitious and friendly retail professional, I was immediately interested in the Retail Sales Associate position at Athlete Stop. Due to my previous experience, I feel that I am a highly qualified candidate for this role. I also believe that my passion for sports gives me a unique advantage.

In my current role as a retail sales associate at The Hobby Shop, I regularly interact with customers and facilitate daily business operations, including handling transactions and assisting with scheduling. Some of my career accomplishments include:

- Increasing customer credit card signups by 15%
- Coordinating new hire training workshops
- Helping decrease the volume of missing and damaged stock by an average of 10 items per week

Additionally, my time as a collegiate soccer player would allow me to create meaningful connections with Athlete Stop customers and provide an enhanced shopping experience. I am confident that I could be an excellent contributor to the Athlete Stop team, and I look forward to hearing back from you regarding my candidacy.

Sincerely,

(Insert Signature Here)

Collin Jones

P.S. Ask me about the time I helped a young boy find the perfect decorations for his football-themed birthday party.