

# Jordan Lee Thompson

January 16, 2026

Acme Corporation

RE: Entry Level Retail Sales Associate

Dear Hiring Manager,

I am excited to apply for the Entry Level Retail Sales Associate position at Acme Corporation, which I discovered on your careers page. With a passion for customer service and a strong desire to join a dynamic retail team, I believe my background and skills make me a perfect fit for this role.

During my recent internship at XYZ Retail, I successfully assisted in a project that revamped the store's visual merchandising. By collaborating with the team to create appealing product displays, we increased foot traffic by 20% over two months, significantly boosting sales. Additionally, I developed strong customer relations skills while working at a local café, where I consistently received positive feedback for my friendly and efficient service. This experience taught me the importance of understanding customer needs and delivering tailored solutions to enhance their shopping experience.

I am eager to bring my enthusiasm for retail and my commitment to excellent service to the Acme Corporation team. I am particularly impressed by your dedication to fostering a welcoming environment for customers and your commitment to community engagement. I would love the opportunity to discuss how my experiences and skills could contribute to your store's success. Thank you for considering my application; I look forward to the possibility of discussing this exciting opportunity with you.

Sincerely,

Jordan Lee Thompson