

# Jordan Taylor

January 16, 2026

Acme Corporation

RE: No Experience Retail Sales Associate

Dear Hiring Manager,

I am excited to apply for the No Experience Retail Sales Associate position at Acme Corporation, which I discovered through your company's careers page. As a motivated individual with a strong passion for customer service and a keen interest in retail, I am eager to contribute to your team and help create positive shopping experiences for your customers.

Although I am entering the retail field without formal experience, I have developed valuable skills through various volunteer roles and part-time positions. For instance, while volunteering at a local community center, I organized a fundraising event that successfully raised over \$1,500. This experience honed my abilities in event planning, communication, and teamwork, all of which are essential for a successful retail environment. Additionally, in my part-time role at a coffee shop, I consistently received positive feedback from customers for my friendly demeanor and ability to handle multiple tasks efficiently, which I believe translates well to the fast-paced atmosphere of retail.

I am particularly drawn to Acme Corporation due to your commitment to customer satisfaction and community involvement. I am eager to bring my enthusiasm and dedication to your team, and I am confident that my proactive attitude and willingness to learn will enable me to contribute effectively. I would love the opportunity to discuss how my background and skills align with the needs of your store.

Thank you for considering my application. I look forward to the possibility of discussing this exciting opportunity with you. Please feel free to contact me at your convenience.

Sincerely,

Jordan Taylor