

# Jordan Thompson

January 16, 2026

Acme Corporation

RE: Retail Sales Associate

Dear Hiring Manager,

I am writing to express my enthusiasm for the Retail Sales Associate position at Acme Corporation, which I discovered on your careers page. With a strong passion for customer service and a proven track record in retail sales, I am excited about the opportunity to contribute to your team and help drive sales at one of the leading retailers in the industry.

In my previous role at Best Buy, I consistently exceeded sales targets by 20% each quarter, thanks to my ability to build strong relationships with customers. For instance, I implemented a personalized customer outreach program that increased repeat business by 15%, demonstrating my commitment to delivering exceptional service. Additionally, I received the "Employee of the Month" award twice for my proactive approach in resolving customer issues, which not only enhanced customer satisfaction but also fostered a positive work environment.

Moreover, I possess strong product knowledge and excellent communication skills, which allow me to effectively assist customers in finding the perfect products to meet their needs. At my last job, I collaborated with the inventory team to streamline the restocking process, reducing out-of-stock items by 30%, which ultimately led to improved sales and customer satisfaction ratings.

I am eager to bring my skills in sales and customer relations to Acme Corporation and contribute to your team's success. I look forward to the possibility of discussing my application further and am grateful for the opportunity to apply for this role. Thank you for considering my application.

Sincerely,

Jordan Thompson