

PARKER WHITTINGTON

Retail Sales Associate | parkerwhittington@youremail.com | (123) 456-7890 | New York, NY 12345 | [LinkedIn](#)

January 1, 2024

ALEXANDER LOCKETT

Senior Hiring Manager
Staples Stores
(987) 654-3210
alexanderlockett@staplesstores.com

Dear Mr. Lockett,

In 2023, I coordinated with the merchandising team to create a series of front window displays that increased store footfall by 65% compared to the previous Christmas season. My strategic presentation and placement of promotional items also helped lead to the best sales figures in six years. I look forward to replicating these results as a retail associate at Staples Stores.

Staples Stores' reputation for its collaborative and inclusive work culture closely aligns with my professional values. My career accomplishments demonstrate that I have the sales technique and customer service skills to deliver valuable contributions to your team. These include:

- Achieved 120% to 135% of annual sales quota year-over-year and established positive rapport with customers to recommend high-end furniture products based on needs
- Educated customers on store promotions and loyalty programs, exceeded targets for new enrollments by up to 80%, and achieved a 92% customer satisfaction rating
- Maintained the sales floor and visual merchandising displays and coordinated with receiving teams to ensure optimal inventory levels

I look forward to discussing how my outstanding productivity and experience with visual merchandising can help your organization achieve even greater success this year. You may contact me via phone or email at your convenience.

Sincerely,

(Insert Signature Here)

PARKER WHITTINGTON