

# WALTER THOMAS

678 Your Street, Boulder, CO 98765 wthomas@youremail.com (555) 123-4567

Friday, August 12, 2024

## MR. MATTHEW JOHNSON

Hiring Manager  
SSB Client Services, Inc.  
(123) 456-7890  
email@example.com

Dear Mr. Johnson:

As a retail sales assistant, I recently won "Employee of the Month" for excellent customer relations and new hire training. I'd love to bring that same level of service to your company.

Your job posting caught my attention, particularly the call for someone "experienced in customer relations that require tact, enthusiasm, and a strong work ethic." Those are three core qualities I've demonstrated most during my school and work experience, which include these three highlights:

- Provided top-quality customer service as a Banana Republic retail sales assistant, helping the store earn a 97% satisfaction rating
- In the same role, trained and coached new staff on effective sales and product promotion strategies
- Recently finished BA degree from the University of Colorado-Boulder with a 3.95 GPA

I'd welcome the chance to speak with you further about how I can help your business grow positive client relationships. I appreciate your time and look forward to possibly hearing from you soon.

Sincerely,

*(Insert Signature Here)*

**WALTER THOMAS**