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| **robert smith**  **Sales Clerk** | Phone: (123) 456 78 99  Email: info@qwikresume.com  Website: [www.qwikresume.com](http://www.qwikresume.com)  LinkedIn: linkedin.com/qwikresume  Address: 1737 Marshville Road, Alabama |

[Today’s Date]

[341 Company Address]  
[Company City, State xxxxx]  
[(xxx) xxx-xxxx]  
[hiring.manager@gmail.com]

Dear [Mr./Mrs./Ms.] [Hiring Manager’s Name],

As a fan and regular user of \*\*\*\* products, I was thrilled to see your opening on \*\*\* for the Sales Clerks post at your \*\*\*\* headquarters. Being a highly motivated, and successful salesman with enormous experience in the field, I am confident that I would be the best fit for this role.

I am a Salesperson with 8+ years of experience in client relationship management, people management, and customer satisfaction/retention. I have experience and an excellent record of promoting products and services for \*\*\* and was awarded top Sales Performer for my region in \*\*\*. I also possess astute business knowledge and am skillful in delivering improvements in productivity and costs.

Here are some of my accomplishments and qualifications –

* As a sales consultant for \*\*\*\*, I supervised and monitored more than 10 associates, while analyzing market trends, and maintaining profit objectives
* Assisting customers with selection and sales, collecting payments, responding to customer’s inquiries, and bagging merchandise at \*\*\*\* ever since \*\*\*
* The ability to identify customer needs, maintain inventory and provide exemplary customer service
* Brilliant knowledge of retail sales operation, stock displays, and merchandising
* Exceptional verbal and written communication skills with record management abilities
* Finely honed customer service skills, resulting in solid customer retention, and referrals, while satisfying customers

With my strong inner motivational skills and sharp sales insight, I am all prepared to thrive as the next member of your sales department at \*\*\*. I would appreciate the opportunity to discuss this position with you further.

Thank you for your time and consideration. Hope to hear from you soon!

Sincerely,

[Your Name]