

**[Cover Letter Example]**

**SARAH STUDENT**

1234 Any Street  
Federal Way, WA 98023  
(253) 555-1234

Ms. Mary Parker  
Human Resources Manager  
Rainier Clothing Company  
33340 First Way South  
Federal Way, WA 98003

Dear Ms. Parker,

I am very interested in applying for the Retail Service Clerk position you have posted on your website. After reviewing the qualifications, I am confident that my skills and experience are just what you are looking for.

As my enclosed resume indicates, I bring solid training and experience in sales, marketing, and customer service. I currently use these skills as manager of my high school's Student Store, where I was able to increase sales by 30% through an aggressive marketing campaign. I also recently helped organize a successful fundraising event for the Federal Way Boys & Girls Club as a Marketing Intern, raising over \$2,000 for new sports equipment. In both situations, I was praised for my achievements, enthusiasm, energy, and positive interactions with customers.

I have always enjoyed being a customer of Rainier Clothing Company and would really appreciate the opportunity to work there as well. I have included letters of recommendation with my resume for your review. I am eager to meet with you to discuss the contributions I can make to your team. I look forward to meeting you soon.

Sincerely,

Sarah Student

Enclosures (3)