

SOPHIE SPENCER

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18th November 2020

Adam Streiff

ABC Company

24 Doe Street, Sometown XX19 1XX

Dear Mr Streiff,

When I came across your opening for a sales assistant at ABC Company, I was beyond thrilled. I would value the opportunity to contribute the same award-winning customer service as I have at my current role at XYZ Corp.

I have seen that ABC Company will soon be relocating to a larger site, following three consecutive years of increasing trade. My most recent experience involved a similar situation. As a retail assistant at XYZ Corp I assisted with a move to a new 200 square metre site, helping to successfully adapt visual merchandising for the larger space. To further assist the move I helped train 5 new incoming staff to manage the increase in footfall.

After the move to the larger premises my own sales figures improved by 50% per month, contributing to an overall sales increase of £700,000 per annum. I'd love to be able to help achieve the same success for a vibrant local business such as ABC Company.

Thanks so much for taking the time to consider my application. Please do give me a call at your convenience, so we can discuss the role further. I'd love the opportunity to develop my skills at a business that's a Merseyside success story.

Yours sincerely,

Sophie Spencer

Sample Cover Letter For School Board

Zhe Xu



Sample Cover Letter For School Board:

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