

SAMPLE COVER LETTER

1347 Regata Drive
Georgetown, RI 02931

May 15, 20XX

Ms. Beverly Johnson
Supervisor
Cortland Pharmacy
233 Jones Street
Georgetown, RI 02931

Dear Ms. Johnson:

I am writing to express my interest in the salesperson position at Cortland Pharmacy, as advertised recently. Enclosed with this letter is my resume, providing insight into my experience and skills in customer service.

Currently employed as a cashier at Flagman's Sporting Goods for the past year, I have honed my ability to provide exceptional customer assistance and service. This experience has equipped me with the interpersonal skills necessary for a role in sales, and I am confident in my ability to contribute positively to your team.

Additionally, my commitment to community involvement is demonstrated through my volunteer work at the local hospital. This exposure has familiarised me with pharmaceutical names, further enhancing my suitability for the position at Cortland Pharmacy.

My aspiration for a future career in medicine aligns seamlessly with the ethos of Cortland Pharmacy. I am eager to contribute my enthusiasm and strong interest in medicine to your esteemed establishment, thereby benefiting both your store and my personal and professional growth.

I am eager about the prospect of contributing to Cortland Pharmacy and would appreciate the opportunity to discuss how my skills align with your team's needs. I will follow up with a phone call early next week to arrange a convenient time for an interview.

Should you have any questions in the interim, please feel free to contact me at 0456896527. Thank you for considering my application. I look forward to the possibility of speaking with you and exploring the opportunity further.

Sincerely,

Jason Washington

Jason Washington

YOUR COVER LETTER

Your address

Your city, state, post code

Date

Name

Title

Address

City, state, post code

Dear _____

I am applying for

Experiences that have prepared me for this job include

I will contact you

Sincerely,

Signature

Your name