**SAMPLE EMAIL COVER LETTER**

**Subject:**Part-Time Position – Gerald Applicant

Dear Ms. Lee,

I am interested in the part-time sales associate position at XYZ Company. I read the posting on Monster.com with interest, and I feel that my experience would be valuable to your firm. My communication skills and attention to detail are assets that I have been able to utilize in my previous sales positions.

I have extensive retail experience, having worked at small boutiques as well as large department stores. In these jobs, I was often praised for my attention to detail. I was particularly skilled at spotting items that were out of place, and quickly returning them to their appropriate locations in the store.

I also have strong communication skills. I am able to interact with clients in a friendly, approachable manner. In my last position, I interacted with over 50 clients daily. I was named Employee of the Month for three months in a row and was recognized for my contribution to a 10% yearly increase in sales in my department.

I would appreciate the opportunity to meet with you regarding this position. I am available flexible hours, and I believe that you would find me to be an asset to your company.

Sincerely,

Gerald Applicant  
555-555-5555