**RETAIL ASSISTANT COVER LETTER**

**[Today’s Date]  
[Hiring Manager’s Name]  
[Company Address]  
[Company City, State XXXXX]  
[(XXX) XXX-XXXX]  
[e-mail address]**

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

**Re**: Applications for the position of retail assistant

It is with much thrill that I draft this application letter for the position of retail assistant with your company. I am indeed confident that I have what it takes to perform well in the said position and vacancy. This stems from my possession of the requisite qualifications, experience, and expertise needed to fulfill the demands of the position.

I have worked in the same position for a medium-sized retail outlet over the last 5 years. During my stint, I have learned to be patient, passionate with matters of client satisfaction, and highly prolific with regard to the sales volumes and conversion rates.

If called for an interview, I will care to explain in further detail my suitability for the said position together with other supporting affidavits.

Many thanks in advance for your time and consideration. I seriously look forward to hearing from you soon.

Regards,

**[Your Name]**