**RETAIL COVER LETTER**

Mr. John Howard
Store Manager
High-End Swap Thrift Store
33B 4th St.
Tustin, CA 92866

Dear Mr. Howard:

My name is Jill Hilton and I am a college student at Rutherfurd College in Orange, CA. I saw your advertisement for a retail sales associate in the newspaper over the weekend. I am extremely interested in pursuing the position. As someone with three years of experience in the retail industry, I believe I would be able to help provide High-End Swap customers with pleasant shopping experiences.

I have extensive knowledge of stocking products, using a cash register and interacting with customers. I am also enthusiastic about promoting thrift shops as environmentally conscious alternatives to discarding used clothes.

My specific qualifications include:

* A high school diploma
* Three years of retail experience with a local department store
* Bilingual in Spanish and English
* Exceptional mathematics and communication skills

If possible, I would like to set up an appointment for a personal interview. I would love to learn more about the store and the specific duties associated with this job. Thank you for your time and consideration.

Sincerely,

Jill Hilton
123 Main Street, Orange, CA 92865
111-222-2323