Greg Smith  
Tile Outfitters  
65 Tile Avenue  
Chicago, IL 99776  
November 16, 20XX

Dear Mr. Smith,  
I am interested in the summer position at Tile Outfitters as advertised on your website, and have enclosed my work history.

I have excellent sales and communication skills as well as a strong work ethic to offer your summer position of Sales Associate. Moreover, I have a thorough interest in home repair and remodel, and that extends to the tiling business.  
In my work history, I have had opportunity to work for the past three years in a grocery store chain, doing everything from bagging groceries to running the register and stocking shelves. I believe this environment of constant customer interaction and multitasking requirements is the perfect background to offer the open position advertised for Tile Outfitters. To these points, my superior and coworkers can attest.

I very much look forward to the possibility of offering my strong interpersonal skills, sales aptitude, and general responsible attitude to the needs of your company. Thank you for your time, and I look forward to hearing from you soon.

**Sincerely,  
XYZ**