

Jennifer Jobseeker

222 McDonnell Road
Sutter, CA 95982
(530) 555-2525

February 5, 2010

Sears
Ms. Monica Manager
1235 Colusa Avenue
Yuba City, CA 95991

Dear Ms. Manager:

Thank you for taking the time to discuss the Sales Associate position at your store with me. After meeting with you and observing the store, I am further convinced that my background and skills coincide well with your needs.

I really appreciate that you took so much time to acquaint me with your store. It is no surprise that Sears retains its employees for so long. I feel I could learn a great deal from you and would certainly enjoy working with you.

In addition to my qualifications and experience, I will bring excellent work habits to this position. With countless demands on your time, I am sure that you require people who can be trusted to carry out their responsibilities with minimal supervision.

I look forward, Ms. Manager, to hearing from you concerning your hiring decision. Again, thank you for your time and consideration.

Sincerely,

Jane Jobseeker