



John Smith
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11 August 2015

Mr. Alexis Hunter
Manager
K-Mart
Jull St
Armadale Shopping Centre
ARMADALE WA 6112

Dear Mr. Hunter:

I am responding to the Retail Sales Representative position announcement that was advertised on Seek. As an energetic sales professional with hands-on experience in providing excellent shopping experiences to customers, I am confident that I could make a significant contribution to the success of K-Mart.

My exceptional communication, negotiation, and interpersonal skills resulted in a 15% increase in sales of ABC Convenience Stores within three months. As required, I am well versed in assisting new and existing customers while producing sufficient sales to meet sales targets. I am able to effectively interact with customers by anticipating their needs and promptly working towards achieving them. My ability to handle diverse customer situations and making quick decisions would be an asset to K-Mart.

Furthermore, I am adept at POS and retail software and have the ability to learn about new retail products quickly. The enclosed resume will provide you with the details about my qualifications and skills.

With a strong desire to exceed your sales and performance expectations, I'd like to meet with you to discuss my capabilities in detail. I can be contacted on 0123 456 789 for an interview.

Thank you for considering me for this exciting opportunity of Retail Sales Representative at K-Mart. I look forward to speaking with you soon.

Yours sincerely,

(Signature)
John Smith

Enc. Resume