**Janice Jobhunter**  
980 Kenora Lane  
Cityplace, USA 99999  
  
**September 13, 2006**

Ms. Jeanette Sterrett  
Hiring Manager  
Buttons and Bows Boutique  
10 Village Way   
Any Town, USA 99999  
  
Dear Ms. Sterrett:  
  
I've been passing your store for months, admiring the beautiful clothes and jewelry and wishing I could work there. But until now it wasn't possible. Today, however, I'm in a position to apply for the retail [salesperson](http://www.jobbankusa.com/resumes/cover_letters_free_samples/examples_templates_formats/retail_salesperson.html) job you advertised in your window.  
  
I decided to write a cover letter to introduce myself and then ask for an in-person meeting to discuss what you are looking for. I have worked in retail sales in the past, selling home furnishings, but my heart is in women's clothing and accessories.  
  
Perhaps you've had a string of retail salespersons vying for this job. But I hope not because I'm envisioning it as mine, bold as that may sound.  
  
If you'd like to schedule an interview with me, and I hope you do, please call me at 678-456-3465 and state a time and date and I'll be there.  
  
Sincerely,

Janice Jobhunter  
  
Enc: resume and cover letter