**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