

# OLIVIA DAVIES

Retail Sales Associate

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[Today's Date]

Contact Person's Name:

47 High Street  
Edinburgh  
EH1 2AA  
(0131) 123 4567  
[contactperson@gmail.com](mailto:contactperson@gmail.com)

Dear [Mr/Ms/Mx] [Contact Person's Name].

The first paragraph should be a self-introduction. Write who you are, where your expertise lies, where you found the job advert, and why you're applying for the job.

The second paragraph should respond directly to the job advert. Describe how your previous work experience, skills, and qualifications relate to the company's needs. To make that easier, include words and phrases from the job advert in your cover letter.

- You can include a bulleted list of your accomplishments
- Make sure you add numbers to (quantify) these bullet points
- A cover letter with numbers is 100% better than one without because numbers stand out

To go the extra mile, research the company and find out their activities and goals given the current state of their industry. Explain how you can fit into that plan and help the company achieve its objectives.

The final paragraph is the 'call to action' part of your cover letter. Tell the employer that you'd love to have an interview. Repeat your email address and phone number. Then, thank them for taking the time to read your cover letter.

Yours sincerely,

**OLIVIA DAVIES**

# Cover Letter Near Me Store Hours

**R Sandford**

**Cover Letter Near Me Store Hours:**

Geyer's Stationer ,1918    *The Telegraph and Telephone Journal* ,1915    *The Jewelers' Circular* ,1919  
**Broadcasting & Cable** ,2001    **The Pharmaceutical Era** ,1907    **Business** ,1913    The Retail Druggist ,1918  
**Hardware Dealers' Magazine** ,1917    **American Illustrated Magazine** ,1912    **Business Digest** ,1919  
**Merchants Trade Journal** ,1918    **Frank Leslie's Pleasant Hours** ,1880    **The Magazine of Business** ,1911  
**American Bookseller** ,1986    *The Dry Goods Reporter* ,1914    Homiletic Review ,1930    Good Housekeeping  
,1924    **The Metal Worker, Plumber and Steam Fitter** ,1914    The Keystone ,1919    **American Magazine** ,1912

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