

JOHN SMITH

Jan 1st, 2014

**ATTN:** Human Resources

**Re:** Retail/Sales Manager Application

**Source:** Indeed Montreal, Ref. #XXXXXX

Dear Hiring Manager,

I have submitted my resume for the position of Retail/Sales Manager currently being offered by XXX. I have over ten years of experience in all aspects of sales, management and customer service, mainly in the health and fitness industry but also within the retail, clothing and cosmetics sectors. My skills are adapted, more specifically with a focus on customer service, management and promotion. For the past three years, I have played key roles as sales manager in high volume fitness and beauty centers around Toronto, where I have gained significant experience delegating tasks, organizing complex schedules and ensuring customer satisfaction standards were always met. I have had the opportunity to learn a great deal by working for and with seasoned managers in this field. This allowed me to develop key skills client and vendor relationships as well as managing employees, budgeting, and product launch promotions.

My work includes all key aspects of floor management, administration and customer relations. From one-on-one client consultations to big program involving large staff and deadlines, I love meeting new challenges and giving high-quality service for upscale markets. I have a rooted passion for working with people and am consistently seeking out new challenges to immerse myself in a lifelong career dedicated to the retail industry. In hiring me, you will not only benefit from my intimate knowledge of vendor/business administration but you will also gain from my intimate market knowledge of the health, beauty and retail industry as well as my leadership capabilities, creative abilities and result driven ethic. I am a graduate in Travel and Tourism at Humber College (2012) and have also recently XXXX

I consider myself a 'people person' who has a great rapport with others. A quick learner, natural leader, effective problem solver and team player, I am a great resource to have as part of any team. Working in a management /service position with XXX would be rewarding experience for me due to the important, creative and challenging nature of the work. Expect that I will bring a fresh, spirited approach and new energy to this job. I urge you kindly, to seriously consider my candidacy for this position.

I am available for an interview at your convenience. Please contact me either by phone or email to arrange a meeting or if you have any further questions.

I look forward to meeting with you in the near future and relay to you, my gratitude for taking the time to review my application.

Sincerely,  
JOHN SMITH  
514-111-1111  
xxx@nomail.com