

June 22, 2009

Roger Powell  
Sales Manager  
Quality Furnishings  
125 West Hannover Street  
Raleigh, North Carolina 27601

Dear Mr. Powell:

Thank you for taking the time to meet with me last Thursday about the Sales Associate position. I enjoyed meeting with you and touring the facility. I was very impressed with the layout of the showroom as well as the competence of the staff at Quality Furnishings. I would love the chance to work in such a productive and supportive atmosphere.

As we talked about in our meeting, my fourteen years of sales experience, both in commissioned floor sales and in the role of Sales Supervisor, would greatly benefit Quality Furnishings. In that time, I have learned many techniques that would increase sales and drive customer satisfaction ratings at Quality Furnishings.

In addition, I wanted to let you know that I have recently received my certificate from the Superior Sales Training program at the National Business Institute. Several techniques covered in the program are sure to bolster sales and increase customer satisfaction. I look forward to having the chance to implement them at Quality Furnishings.

Thank you again for your consideration in filling the Sales Associate position. Please feel free to contact me if you have any questions or would like additional information. I am looking forward to hearing from you soon.

Sincerely,

Donald Weston  
(919) 555-1234  
d\_weston@email.com