

June 22, 2009

Roger Powell, Sales Manager

**Quality Furnishings**  
**125 West Hannover Street**  
**Raleigh, North Carolina 27601**

Deleted: ¶

Formatted: Font: Bold

To Whom it May Concern:

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 and competence of the staff at your company. I would love the chance to work in such a productive and very supportive atmosphere.

[I believe my experience as a sales associate, in addition to my experience as the district manager of LazyBoy Furniture store in Zanesville will be beneficial to your company during the transition period of searching for the Regional Supervisor.](#)

Deleted: As we talked about, my many 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 drive sales and drive customer satisfaction ratings at Quality Furnishings.¶

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. I look forward to having the chance to implement them at Quality Furnishings.

Thank you again for your consideration in filling this 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