Here is a sample retail cover letter if you are applying for a job in a retail store.

Date: 2 December 2001

James Cruz

West Corner Company

1111 Tucker Road

Gainesville, Fl 32607

(333) 999 9999

Dear Mr. Cruz:

I was looking for a retail position in the industry and your advertisement suddenly caught my attention. Therefore, I would like to express my eagerness to apply for the retail personnel manager in the West Corner Company. I know that many qualified sales persons like me are competing to apply for this position so I am writing this letter to you to express my sincerity to apply.

I have several years in working as sale personnel in different industries since I graduated college. Some positions I had in the past were retail salesperson, department manager, and assistant head of customer service. I also used to be an instructor in a university in the same field. If you would like to know more about me, it will be my pleasure if you set an interview with me. Please e-mail me at pjohnson@com.com and I will immediately respond.

I will be looking forward to your respond. Thank you and God bless.

Very truly yours,

Patrick Johnson