

# Peter Smith

1010 East 3rd Street  
New York, NY, 10003  
(212) 456-1414  
peter.smith@gmail.com

Aug 09, 2010

Susan Crystal  
HR Manager  
General Electric  
3200 West 29th Street  
New York, NY, 10023  
(212) 344-4352  
susan.crystal@ge.com

RE: Job ID #3245

Dear Mrs. Crystal:

I am extremely interested in the Retail Sales Manager position as advertised on CareerBuilder.com. My enclosed resume reflects both my 5+ years of retail marketing/sales experience and my ability to oversee any busy retail environment. If you can use a highly competent retail professional with exceptional hands on leadership experience, I am your ideal candidate. The following highlights my qualifications:

- Confer with company officials to develop methods and procedures to increase sales, expand markets, and promote business.
- Oversaw hiring, training, and evaluation of personnel in sales or marketing establishments, promoting or firing workers when appropriate.
- Responsible for directing and supervising employees engaged in sales, inventory-taking, reconciling cash receipts, or in performing services for customers.

A meeting is an excellent opportunity for us to have a detailed and candid discussion about the benefits I can bring to your organization. I will be happy to provide you further documentation of my background and accomplishments at that time. Please contact me at (212)456-1414 or via email at peter.smith@gmail.com. In the interim, thank you for your attention and forthcoming response.

Sincerely,

Peter Smith

Enclosure: Resume