

Applying for a Job as a Retail Sales Associate (NOC 6421)

WHEN THERE IS NO JOB POSTING

When applying for a job it is easier if you are responding to a specific job posting as you can customize your cover letter and résumé to exactly what that employer is looking for.

However, sometimes you may be looking for a job that could be with any of a number of different employers and they may not have posted an advertisement.

In this example, the cover letter and résumé are for a person looking for a part-time job in retail in the local shopping mall. The job seeker will hand out résumés to several different stores on the same day so needs to be certain to highlight the things that all employers are looking for in good employees.

Note that in this example it would be a good idea for the job seeker to use two-sided printing with the résumé on one side and the cover letter on the other so the employer has all of the information on one piece of paper.

Link to Ontario Skills Passport Occupational Profile:

<http://www.skills.edu.gov.on.ca/OSP2Web/EDU/DisplayNocDetails.xhtml?nocid=6421>

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COVER LETTER

Dear Manager:

Please accept my application for a part-time position as a retail sales associate. I believe you will find me to be an enthusiastic person who understands the importance of providing good customer service.

In a recent cooperative education placement, I regularly provided customers with information in a friendly and professional manner. I was often the first contact so I knew it was important to be cheerful and project a positive image of the company. As a retail salesperson in your store, I would work hard to serve the needs of your customers and make them feel welcome in the store.

Having worked in a busy restaurant, I also understand the importance of being a team player. In a fast-paced environment, we had to work together to figure out which tasks we had to do first and listen carefully to the manager's instructions. I have been complimented on being a respectful and reliable co-worker who works well in a team.

I would welcome the chance to discuss how my experience fits with the needs of your store. Thank you for your time and consideration and I look forward to hearing from you.

Sincerely,

Cole Barber

Cole Barber
2-1220 Ashgrove Crescent, Mountain ON A1A 1B1
cbarber@email.com (519) 555-0000

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RÉSUMÉ

Cole Barber

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Skills & Work Habits Profile

- **Oral Communication Skills** – Friendly and approachable with clients and staff
- **Money Math Skills** – Responsible for handing cash at special events
- **Organization** – Able to effectively prioritize when faced with a number of tasks
- **Reliability** – Punctual worker who consistently meets deadlines
- **Teamwork** – Excellent team player who works willingly and respectfully with others

Training & Certificates

- Customer Service Training, WHMIS, Safe Food Handling
- St. John's Ambulance First Aid Certificate
- Proficient in MS Office

Education

Enrolled in Grade 11, Mountain High Collegiate Vocational Institute

Experience

Mountain Times Newspaper (2015)

Cooperative Education Placement (2 months)

- Answered customer inquiries efficiently and professionally
- Entered client subscriptions, sent renewal notices and learned aspects of a newspaper graphics programs

ABC Restaurant (2013-2014)

Bus person (part-time)

- Responsible for clearing tables, working effectively with cooks and wait staff and maintaining a clean working environment
- Participated in WHMIS training and Customer Service Training

Mountain Community Centre Volunteer (2014 and 2015)

- Responsible for selling tickets and collecting money for the annual fundraiser
- Worked effectively with other team members to ensure that the event ran smoothly

Hobbies & Interests

Swimming (Bronze Medallion), guitar and biking

References

References available upon request, including Ontario Skills Passport Tracker