

Dear Hiring Manager,

I would like to express my interest in a position at Central Utah Clinic. I believe that I am a fit candidate for the sales associate position available.

In your ad on KSL, you specified that you were looking for an individual capable of working 20 to 30 hours a week. You also specified that you needed someone that is able to sell products, have general computer skills and good work ethics. I have been working in a dental office for a little over 18 months and have acquired all the skills you are searching for. As a young woman, I have always been very ambitious, friendly, outgoing, and highly motivated, especially at work. I help my company reach monthly quotes and goals along with being professional and having a positive attitude. I am enthusiastic, helpful, and passionate about my work.

Although I am a recent high school graduate, my past work experience, maturity, and eagerness to be employed at this clinic will make me an excellent receptionist. I am very confident that I would be a beneficial addition to your cute office. I would love to schedule an interview at a time that is most convenient for you.

Thank you so much for your time and consideration, it means a lot.

Sincerely,

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Lexington Stapel

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