

# Jordan Smith

January 16, 2026

Acme Corporation

RE: Assistant Store Manager

Dear Hiring Manager,

I am excited to apply for the Assistant Store Manager position at Acme Corporation, as advertised on your careers page. With a strong background in retail management and a passion for delivering exceptional customer service, I believe I would be a valuable addition to your team. Acme's commitment to quality and community engagement resonates with my own professional values, and I am eager to contribute to your continued success.

In my previous role as a Retail Supervisor at XYZ Retail, I was instrumental in increasing store sales by 25% over a six-month period. This achievement was driven by a combination of strategic merchandising techniques and a focus on staff training. I developed a comprehensive training program for new employees that emphasized product knowledge and customer interaction, resulting in a 15% improvement in customer satisfaction scores. Additionally, I successfully led the implementation of a loyalty program that boosted repeat customer visits by 40% within the first quarter of its launch.

I am particularly proud of my ability to foster a positive team environment that encourages collaboration and innovation. By implementing regular team meetings and recognition programs, I was able to enhance staff morale and reduce employee turnover by 30%. I believe that a motivated team directly contributes to an outstanding customer experience, and I am committed to creating that environment in your store.

I am eager to discuss how my experience and vision align with the goals of Acme Corporation. Thank you for considering my application. I look forward to the opportunity to speak with you further about how I can contribute to your team as an Assistant Store Manager.

Sincerely,

Jordan Smith