

Jordan Lee Thompson

January 16, 2026

Acme Corporation

RE: Career Change Assistant Store Manager

Dear Hiring Manager,

I am writing to express my enthusiasm for the Career Change Assistant Store Manager position at Acme Corporation, as advertised on your company's careers page. With a strong background in retail management and a passion for fostering team development, I am excited about the opportunity to contribute to your team and drive store performance in a dynamic environment.

In my previous role as a Shift Supervisor at Retail Innovations, I successfully led a team of 15 employees, implementing training programs that improved team productivity by 30% within six months. One of my key achievements was redesigning the inventory management process, which reduced stock discrepancies by 25% and helped the store achieve a significant reduction in operational costs. Additionally, I initiated a customer feedback program that increased our Net Promoter Score by 15 points over the course of a year, underscoring my commitment to enhancing the customer experience and driving sales.

I am particularly drawn to this role at Acme Corporation because of your commitment to employee growth and sustainable practices. I believe that my proactive approach and dedication to continuously improving store operations align perfectly with Acme's values. I am eager to bring my experience in leadership training and customer engagement to your store, helping to create a positive and productive atmosphere for both employees and customers.

I would love the opportunity to discuss how my background, skills, and enthusiasms align with the goals of Acme Corporation. Thank you for considering my application. I look forward to the possibility of contributing to your team and discussing my vision for the Assistant Store Manager role in more detail.

Sincerely,

Jordan Lee Thompson