

Jordan Lee Thompson

January 16, 2026

Acme Corporation

RE: Entry Level Assistant Store Manager

Dear Hiring Manager,

I am excited to apply for the Entry Level Assistant Store Manager position at Acme Corporation, as advertised on your careers page. With a strong passion for retail and a commitment to providing exceptional customer service, I am eager to contribute to the success of your team and help drive the store's performance to new heights.

During my tenure as a Sales Associate at Retail Solutions, I successfully increased monthly sales by 15% within my first six months by implementing a customer feedback initiative that improved our product placement and merchandising strategies. Collaborating with my team, we identified high-demand products and adjusted our layout accordingly, which not only enhanced the shopping experience but also significantly boosted our overall sales figures. Additionally, I took the lead in training new hires on effective sales techniques and customer engagement, contributing to a marked improvement in our customer satisfaction ratings.

I am particularly drawn to Acme Corporation's commitment to community involvement and employee development. I admire your initiatives that empower associates to grow within the company and make meaningful contributions to their local communities. I am eager to bring my skills in team leadership and customer relations to your store, ensuring a welcoming environment for both customers and staff.

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 chance to speak with you further.

Sincerely,

Jordan Lee Thompson