

Jordan Taylor

January 16, 2026

Acme Corporation

RE: Entry Level General Manager

Dear Hiring Manager,

I am writing to express my enthusiasm for the Entry Level General Manager position at Acme Corporation, as advertised on your careers page. With a keen interest in operational excellence and a passion for team leadership, I am excited about the opportunity to contribute to an innovative company known for its commitment to quality and customer satisfaction.

During my time as a team leader at XYZ Retail, I successfully managed a diverse team of 15 employees, overseeing daily operations and ensuring exceptional customer service. Under my leadership, we increased customer satisfaction scores by 20% within six months, largely due to the implementation of a new training program that I developed. This initiative not only improved team morale but also enhanced our operational efficiency, resulting in a 15% reduction in service time. Additionally, I played a key role in managing inventory, which led to a 10% decrease in shrinkage by introducing more rigorous inventory checks and accountability measures.

I am particularly drawn to this role at Acme Corporation because of your commitment to fostering a collaborative work environment and continuous improvement. I am eager to bring my strong analytical skills and proactive approach to problem-solving to your team. I am confident that my background in team leadership and operational management will allow me to make a meaningful impact as an Entry Level General Manager.

I would love the opportunity to discuss how my skills and experiences align with the goals of Acme Corporation. Thank you for considering my application; I look forward to the possibility of contributing to your esteemed team.

Sincerely,

Jordan Taylor