

Jordan Mitchell

January 16, 2026

Acme Corporation

RE: Entry Level Loss Prevention Manager

Dear Hiring Manager,

I am excited to apply for the Entry Level Loss Prevention Manager position at Acme Corporation, as advertised on your careers page. With a keen interest in retail management and theft prevention, I believe my proactive approach and passion for safeguarding assets align perfectly with the goals of Acme Corporation. I am eager to contribute to your team and help create a secure shopping environment for your customers and staff.

During my internship at XYZ Retail, I successfully implemented a new inventory tracking system that reduced shrinkage by 15% within six months. By analyzing patterns and developing targeted strategies, I was able to identify key areas of loss and present actionable insights to management. Additionally, I collaborated with the store team to enhance employee training programs, focusing on loss prevention techniques and customer service excellence, which resulted in a 20% increase in employee compliance with company policies.

Furthermore, I volunteered with a local non-profit organization where I organized workshops on personal and property safety. This experience honed my ability to communicate effectively and educate others on loss prevention strategies, skills I believe will be invaluable in the Entry Level Loss Prevention Manager role. I am confident that my background in loss prevention and my commitment to excellence will allow me to make a significant impact at Acme Corporation.

I would love the opportunity to discuss my application further and explore how I can contribute to the continued success of Acme Corporation. Thank you for considering my application, and I look forward to the possibility of joining your team.

Sincerely,

Jordan Mitchell