

Jordan A. Smith

January 16, 2026

Acme Corporation

RE: Entry Level Retail Manager

Dear Hiring Manager,

I am excited to apply for the Entry Level Retail Manager position at Acme Corporation, as advertised on your company website. With a strong passion for the retail industry and a proven track record of driving sales and enhancing customer experiences, I am eager to contribute my skills and energy to your team.

During my recent internship at XYZ Retail, I successfully led a project that revamped the store's visual merchandising strategy. By conducting thorough market research and collaborating with my team, we increased foot traffic by 25% over the course of three months. This experience honed my ability to analyze customer behavior and implement effective strategies that align with business goals. Additionally, I played a crucial role in training new staff members, focusing on customer service excellence. As a result, our team achieved a 15% increase in customer satisfaction scores, showcasing my commitment to fostering an engaging shopping environment.

I am particularly drawn to Acme Corporation's commitment to innovation and quality service, and I believe my proactive approach and dedication to problem-solving would make me a valuable addition to your team. I am eager to bring my background in retail management and my enthusiasm for leading teams to help drive your store's success.

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

Sincerely,

Jordan A. Smith