

# Jordan Taylor

January 16, 2026

Acme Corporation

RE: Entry Level Store Manager

Dear Hiring Manager,

I am writing to express my enthusiasm for the Entry Level Store Manager position at Acme Corporation, as advertised on your careers page. With a strong background in retail operations and a passion for customer service, I am excited about the opportunity to contribute to your team and help drive store success.

In my previous role as a team lead at a local retail store, I successfully improved sales by 20% over six months through the implementation of targeted marketing strategies and enhanced customer engagement initiatives. My ability to train and mentor staff resulted in a 15% increase in employee productivity, which was recognized through our company's quarterly awards. Additionally, I played a key role in optimizing inventory management, reducing stock discrepancies by 30%, ensuring that our store consistently met customer demand while minimizing costs.

I am particularly drawn to Acme Corporation's commitment to excellence and innovation in the retail space. I believe my proactive approach and ability to analyze store performance metrics will contribute to achieving your business goals. I am eager to bring my skills in team leadership and operational efficiency to your company and help create an environment where both employees and customers thrive.

Thank you for considering my application. I look forward to the opportunity to discuss how my background, skills, and enthusiasms align with the goals of Acme Corporation. I am excited about the possibility of contributing to your team and driving the success of your store.

Sincerely,

Jordan Taylor