

# Jordan Taylor

January 16, 2026

Acme Corporation

RE: Freelance To Full Time Assistant Store Manager

Dear Hiring Manager,

I am excited to apply for the Freelance To Full Time Assistant Store Manager position at Acme Corporation, as advertised on your careers page. With a strong background in retail management and a proven ability to drive store performance, I am eager to bring my skills to your team and contribute to the continued success of Acme Corporation.

In my recent role as a Freelance Retail Consultant, I successfully increased sales by 25% within just three months by implementing targeted marketing strategies and optimizing in-store displays. By analyzing customer feedback and sales trends, I was able to recommend adjustments to product placements that resonated with shoppers, leading to improved customer satisfaction and repeat business. Additionally, my experience in training and developing store staff has resulted in improved team performance, fostering a collaborative environment that promotes both individual and collective success.

Furthermore, I have a track record of enhancing operational efficiency. At my previous position, I led an initiative to streamline inventory management processes, which reduced stock discrepancies by 30% and improved overall profitability. I am confident that my hands-on experience with inventory control, coupled with my commitment to delivering an exceptional customer experience, makes me a perfect fit for the Assistant Store Manager role at Acme Corporation.

I am genuinely enthusiastic about the opportunity to discuss how my background, skills, and passion for retail can align with the goals of Acme Corporation. Thank you for considering my application; I look forward to the possibility of contributing to your team.

Sincerely,

Jordan Taylor