

# Jordan Taylor

January 16, 2026

Acme Corporation

RE: Freelance To Full Time Retail Manager

Dear Hiring Manager,

I am writing to express my enthusiasm for the Freelance To Full Time Retail Manager position at Acme Corporation, which I discovered on Indeed.com. With over five years of experience in retail management and a proven track record of driving sales and enhancing customer experiences, I am excited about the opportunity to contribute to your esteemed team and help elevate your brand's presence in the retail market.

During my time as a freelance retail consultant, I successfully collaborated with several small businesses to optimize their operations. One of my notable achievements was revamping a boutique's inventory management system, which resulted in a 25% reduction in stock discrepancies and a 15% increase in sales within the first quarter. Additionally, I led a team of sales associates at a temporary assignment for a national brand, where I implemented a new training program that improved customer satisfaction scores by 30% as measured by post-purchase surveys. My ability to analyze sales data and adapt strategies quickly has consistently allowed me to achieve outstanding results, even in fast-paced environments.

I am particularly drawn to Acme Corporation's commitment to innovation and customer-centric approach. I am eager to bring my expertise in team leadership, operational efficiency, and strategic planning to your organization. I would love the chance to discuss how my skills and experiences align with your goals for the retail department. Thank you for considering my application; I look forward to the possibility of contributing to Acme Corporation's continued success.

Sincerely,

Jordan Taylor