

Jordan Thompson

January 16, 2026

Acme Corporation

RE: Freelance To Full Time Store Manager

Dear Hiring Manager,

I am excited to apply for the Freelance To Full Time Store Manager position at Acme Corporation, which I discovered through LinkedIn. With over five years of experience in retail management, including successful freelance roles, I am eager to bring my expertise in team leadership and operational efficiency to your esteemed company.

During my freelance tenure, I successfully managed a retail store that saw a 30% increase in sales over a six-month period. This achievement was driven by my implementation of targeted marketing strategies and staff training programs that significantly enhanced customer service. I also spearheaded a project to reorganize inventory management, which reduced stock discrepancies by 40%, ensuring that the store maintained optimal stock levels while maximizing profitability.

I am particularly drawn to Acme Corporation due to its commitment to employee development and community engagement. I believe my hands-on approach and my ability to build strong, motivated teams will contribute positively to your store's success. I am eager to discuss how my freelance experience has equipped me with a diverse skill set that aligns well with the full-time responsibilities of a Store Manager. Thank you for considering my application; I look forward to the opportunity to discuss my candidacy further.

Sincerely,

Jordan Thompson