

Jordan Taylor

January 16, 2026

Acme Corporation

RE: Internship Assistant Store Manager

Dear Hiring Manager,

I am excited to apply for the Internship Assistant Store Manager position at Acme Corporation, as advertised on your careers page. With a strong background in retail operations and a passion for delivering exceptional customer service, I am eager to contribute to your team and help drive success in your store.

During my previous internship at XYZ Retail, I successfully assisted in managing a high-traffic store, where I developed my skills in inventory management and team leadership. I implemented a new stock organization system that improved efficiency by 20%, ensuring that our shelves were consistently well-stocked and easy to navigate for customers. Furthermore, I was responsible for training new staff members, where I utilized my communication skills to foster a collaborative environment. This experience not only honed my leadership abilities but also reinforced my commitment to creating a positive shopping experience.

Additionally, I took the initiative to analyze customer feedback data and worked with my team to develop a promotional strategy that increased foot traffic by 15% during peak sales periods. This experience taught me the importance of leveraging customer insights to inform business decisions and drive sales. I am confident that my proactive approach and analytical mindset will be valuable assets to Acme Corporation as you continue to enhance your retail operations.

I am enthusiastic about the opportunity to discuss how my background, skills, and ambitions align with the goals of Acme Corporation. Thank you for considering my application. I look forward to the opportunity to speak with you further about how I can contribute to your team as an Internship Assistant Store Manager.

Sincerely,

Jordan Taylor