

Jordan Taylor

January 16, 2026

Acme Corporation

RE: Internship Retail Manager

Dear Hiring Manager,

I am excited to apply for the Internship Retail Manager position at Acme Corporation as advertised on your careers page. With a passion for retail and a strong desire to contribute to a dynamic team, I am eager to bring my skills in customer service and team leadership to your esteemed company.

During my time as a team leader at a local retail store, I successfully implemented a new inventory management system that reduced stock discrepancies by 25% and improved our overall efficiency. This experience honed my ability to analyze data effectively and streamline operations. Additionally, I organized a customer engagement initiative that increased foot traffic by 30% over three months, demonstrating my capability to connect with customers and enhance their shopping experience. These achievements have equipped me with a solid foundation in retail management and the ability to contribute positively to your team.

I am particularly drawn to Acme Corporation's commitment to innovation and customer satisfaction. I am eager to leverage my skills and experiences to further enhance the retail strategies at Acme. I am looking forward to the opportunity to discuss how my background, skills, and enthusiasms align with the goals of your team. Thank you for considering my application.

Sincerely,

Jordan Taylor