

# Jordan Taylor

January 16, 2026

Acme Corporation

RE: Internship Store Manager

Dear Hiring Manager,

I am writing to express my excitement about the Internship Store Manager position at Acme Corporation, as advertised on your careers page. With a passion for retail management and a dedication to delivering exceptional customer experiences, I am eager to contribute to your team and help elevate the store's performance.

During my time as a sales associate at Retail Solutions, I successfully implemented a new inventory management system that reduced stock discrepancies by 30%, significantly improving our overall efficiency. This experience taught me the importance of effective organizational strategies and teamwork in achieving business goals. Additionally, I took the initiative to lead a team of five in organizing our annual sales event, which resulted in a 15% increase in revenue compared to the previous year. This not only enhanced my leadership skills but also deepened my understanding of customer engagement and promotional strategies.

I am particularly drawn to Acme Corporation's commitment to community involvement and customer satisfaction. I am eager to bring my skills in team leadership and store operations to your team, ensuring that we continue to create a welcoming and efficient shopping environment. I would love the opportunity to discuss how my background and achievements align with the goals of your store.

Thank you for considering my application. I look forward to the possibility of discussing my fit for the Internship Store Manager position and contributing to the success of Acme Corporation.

Sincerely,

Jordan Taylor