

# Jordan Smith

January 16, 2026

Acme Corporation

RE: Promotion Assistant Store Manager

Dear Hiring Manager,

I am excited to apply for the Promotion Assistant Store Manager position at Acme Corporation, as advertised on your careers website. With a strong background in retail management and a passion for enhancing customer experiences, I am eager to contribute to your team and help drive sales through innovative promotional strategies.

In my previous role as a Shift Supervisor at Retail Solutions, I successfully implemented a seasonal promotional campaign that increased foot traffic by 30% over three months. This initiative involved collaborating with the marketing team to create eye-catching displays and organizing in-store events that engaged customers. Additionally, I trained staff on upselling techniques, resulting in a 15% increase in average transaction value. My ability to analyze sales data and customer feedback allowed me to make informed decisions that optimized promotional effectiveness.

Moreover, my experience in inventory management has equipped me with the skills necessary to ensure that promotional items are well-stocked and available to meet customer demand. At Retail Solutions, I streamlined the inventory process, which reduced stock discrepancies by 20% and improved overall efficiency. I believe that my proactive approach and dedication to maintaining a well-organized store environment align perfectly with the responsibilities of the Promotion Assistant Store Manager role.

I am eager to discuss how my experience and vision for innovative promotions can contribute to the success of Acme Corporation. Thank you for considering my application; I look forward to the opportunity to speak with you soon.

Sincerely,

Jordan Smith