

Jordan Smith

January 16, 2026

Acme Corporation

RE: Store Manager

Dear Hiring Manager,

I am writing to express my enthusiasm for the Store Manager position at Acme Corporation, as advertised on your careers page. With over five years of retail management experience, I am excited about the opportunity to contribute to a company renowned for its commitment to customer satisfaction and operational excellence. I am confident that my skills and proven track record make me a strong candidate for this role.

In my previous position as an Assistant Store Manager at Retail Solutions, I successfully led a team of 15 employees to exceed our sales targets by 30% over a six-month period by implementing a new training program focused on customer engagement and product knowledge. Additionally, I spearheaded a store layout redesign that improved the flow of customer traffic, resulting in a 15% increase in average transaction value. My proactive approach to inventory management also reduced stock discrepancies by 25%, ensuring that we maintained optimal stock levels while minimizing excess inventory costs.

I am particularly drawn to the values that Acme Corporation champions, including innovation and teamwork. I am eager to bring my leadership skills and customer-centric approach to your team, fostering a positive work environment while driving sales and enhancing customer experiences. I would welcome the opportunity to discuss how my background, skills, and enthusiasms can align with the goals of Acme Corporation.

Thank you for considering my application. I look forward to the possibility of discussing this exciting opportunity with you further.

Sincerely,

Jordan Smith