**Your Name**

|  |  |  |
| --- | --- | --- |
| (###) ###-### | [email@email.com](mailto:email@email.com) | [City, State] |

[Name of Hiring Manager]

[Company]

Dear [Hiring Manager],

I am excited to apply for the [name of role] position for [Company]. I have over eight years of retail experience and three years of training and experience in an assistant manager role. My passion for customer service and the retail industry makes this a great opportunity for me to exercise my management knowledge.

My knowledge of the retail industry and skills in management strategies and leadership allow me to effectively assist teams and managers and promote the operations of the business. During the last three years in the Assistant Manager role for Bird Apparel Retail, I performed daily duties such as organizing sales reports, creating employee schedules and providing high-quality customer service.

Over the last year as assistant manager, I collaborated with the general manager and organization executives and achieved a 13% increase in revenues. I also received positive feedback from teams and individuals at the associate level who stated that my management and leadership create a positive and efficient work environment.

I look forward to learning more about the responsibilities and role of the [name of role] position at [Company], and elaborating on how my specific skills and abilities will benefit the company. Please contact me at (###) ###-### or [email@email.com](mailto:email@email.com) to arrange for a convenient meeting time.

Thank you for your consideration, and I look forward to hearing from you soon.

Sincerely,

[First Name Last Name]