**Andrew Green**

**[Street Address] ⬩ New York, NY 55900 ⬩ CELL: 555-555-55555 ⬩ [Email Address]**

**Today’s date**

Dennis Turner, Human Resources Director

ABC Company

Address, City, State, zip

**Re: Retail Manager Position, Advertised in The Roaring Retailer**

Dear Mr. Turner,

Greetings! I’d like to submit my attached resume for the position of retail manager, as posted in this week’s edition of The Roaring Retailer.

With 13 years of experience in managing the very active ABC Central Stores retail facility, I’ve developed a number of successful strategies which will be of keen interest to your chain of stores as well.

As you can see from my resume, I have an arsenal of techniques for achieving sales goals.

I started with analyzing previous years’ sales results, then set goals for the coming year, created inviting displays of merchandise, and demonstrated to the sales team (on real customers) how to influence customers to purchase.

I specialize in customer relations, while recruiting, training, and motivating sales personnel as well as keeping a finger on the inventory pulse.

Let’s get together and see huge success this year.

I’m ready to come in for an interview at your convenience.   
Please call 333-444-5555 or email me at [Email Address] to set up a time that works for us both.

**Sincerely,**

**Andrew Green**