Anthony Walker

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**Today’s date**

Mr. Larry Scott

Retail Chain Store name

Address, City, State, zip

Dear Larry Scott,

Re: Job Ad – Store Manager

I read your job posting for a store manager with great eagerness, and am enclosing my resume for you to read.

As you see, I have 15 productive years of working in the retail sector, as well as a BA in Accounting and Commerce, and would be more than willing to use my leadership skills and organizational abilities for the benefit of your company.

My communication skills, persuasive personality, and success-oriented mindset inspire my retail staff to follow my lead in increasing sales.
In addition, I proactively seek opportunities to improve store revenues, from attractively arranged displays to revising opening and closing hours for customer convenience and negotiating with a nearby parking lot for free parking for patrons spending more than a predetermined amount.

I am heavily involved in advertising for the store, assisting my superiors in brainstorming trade shows, sidewalk sales, and exhibitions of our stock, while keeping five fingers on the pulse of our inventory, ensuring a steady flow in and out.

Since I became manager, each year we have exceeded our sales targets by 15%, even when we increase the target annually.

I’d love to see what I can accomplish for your store!

Let’s meet at the earliest opportunity to focus on how we can work together for profit and success.

You can reach me easily at 555-666-7777 or via my email, [Email Address].

Thanks, and hope to see you soon!

Anthony Walker