Wendy Applicant

123 Main Street, Anytown, CA 12345· 555-555-5555 · wendy.applicant@email.com

July 12, 2021

Norman Lee

Regional Manager

Bubbles

123 Business Road

Business City, NY 54321

Dear Mr. Lee,

I was glad to see your job posting for the new Store Manager position because I have all the qualifications you are seeking. I will be moving to Cherry Grove in two weeks, and I believe I am a perfect fit for the Bubbles store.

I have four years of retail experience as an assistant manager, and my skills include the ability to train and schedule employees effectively, to manage payroll, and to track and control inventory. I also have solid written and verbal communication skills, enjoy working with people, and I have a very flexible schedule.

In addition, I have extensive experience with bath and body care products and an eye for setting up enticing product displays. In fact, at my current store, I was given the responsibility for visual merchandising, including new displays, and sales of featured products increased by 25% over the past three months.

I’ve included my resume so you may review my experience and education. If you have any questions, please contact me. My cell phone number is 555-555-5555, and my email is wendy.applicant@email.com. I look forward to hearing from you so we can arrange an interview.

Sincerely,

*Wendy Applicant* (signature for a hard copy letter)

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