

Bob. B. Smith
456 Somewhere Rd
Littleville, WY, 00000

September 17, 2099

Mr. Jim Jones
Owner
Widgets N Things Retail
123 Nowhere Lane
Imaginationville, WY 00000

Dear Mr. Jones,

I am writing you regarding the open Store Manager Position in your Widgets N Things Retail Store. As a store manager with over twelve years of experience in store maintenance and supervision, I believe I am a suitable candidate for this position, and ask that you consider me when filling this role.

I was first introduced to Widgets N Things when I arrived in Wyoming in 1993. I admire the quality of Widgets N Things merchandise, as well as the helpful staff and wide product selection. With my managerial abilities, I hope to sustain and build upon this high standard.

I am confident that I am able to fulfill the responsibilities required of a store manager at Widgets N Things. Extensive past experience in similar roles has sharpened my managerial skills, giving me the means to encourage employees to be productive, in order to improve product sales and store efficiency. Clear communication skills allow me to handle customer needs, and assure that clients are satisfied. Finally, a habit of organization and careful time management helps me keep the business running smoothly and within budget.

A further account of my skills and work history has been included in the attached resume. I am available for an interview on weekdays from 9 AM until 7 PM, and can be reached at (000) 000-0000.

Thank you for your time.

Sincerely,

Bob B. Smith

Bob. B. Smith
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