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| **robert smith**  **Assistant Produce Manger** | Phone: (123) 456 78 99  Email: info@qwikresume.com  Website: [www.qwikresume.com](http://www.qwikresume.com)  LinkedIn: linkedin.com/qwikresume  Address: 1737 Marshville Road, Alabama |

[Today’s Date]

[341 Company Address]  
[Company City, State xxxxx]  
[(xxx) xxx-xxxx]  
[hiring.manager@gmail.com]

Dear [Mr./Mrs./Ms.] [Hiring Manager’s Name],

Kindly accept my application for the position of Assistant Produce Manager at [XXX Superstore]. I strongly believe that my qualification of a bachelor's degree in marketing management and my experience of 5 years as an assistant produce manager at [YYY Store] make me an eligible candidate for the position at your chain of stores.

[XXX Store] has been one of the leading supermarkets in the town spread across the country. It has been delivering quality products to the customers’ doorsteps at the most reasonable price. It will be an enriching experience for me to be associated with your brand.

Under my leadership, we achieved the’ Best store in Customer Satisfaction Award” across all stores in the region, also helping place ourselves as the most profitable store. Presently I am handling the following responsibilities and duties.

* Handling the operations at the store like ordering, stocking and setting up the display to attract customers.
* Allocation of work amongst employees, salary and job rotation.
* Maintaining sales and inventory records and overseeing cash activities.
* Maintaining a clean and hygienic store with proper processes in place.
* Hiring and training staff on product knowledge and billing.
* Inspection of activities and handling customer queries and complaints.
* Maintenance of equipment and inventory.

I have successfully handled a 30 + sales personnel at the store. I was voted as the most likable assistant produce manager in the city. I am adept at introducing new offers and packages to attract customers. I am certain that I am the best fit for your company.

Thank you for your time and consideration.

Sincerely,

[Your Name]