|  |  |
| --- | --- |
| **Robert smith****Grocery Manager** | **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],

I am submitting this letter in response to the job position for the post of Grocery Manager in [XXX Store]. With over 7 years of experience in managing different food outlets, warehouses, and grocery stores, I have developed the necessary skills that are required for this role. I believe that I would significantly benefit your store.

[XXX Store] has carved a special name for itself in the FMCG (Fast Moving Consumer Goods) segment. It is known for selling top-quality products at unbeatable prices. It would be an enriching experience for me to be a part of your enterprise.

My 7-year tenure has helped me to understand the practical nuances in managing people and extracting the best out of them. At my current workplace, I handle a team of 27 employees and oversee the day-to-day operations of the store. My typical duties include:

* Manage the day-to-day running of the store to meet store objectives.
* Follow and enforce store policies, security measures and customer service standards.
* Provide excellent customer service in sales growth.
* Perform asset management to avoid overstocking and understocking.
* Make sure food shelves are kept clean and tidy.
* Make sure the shelves are loaded with new products at all times.
* Make sure all products are properly labelled.
* Assist in recruiting and training staff in their assigned tasks.
* Give employees daily responsibilities and schedules.
* Set product display at store entrances and other segments according to sales levels.
* Educate staff on safety and hygiene procedures.

I am adept at stock forecasting and ensuring that adequate stock is maintained without overstocking or understocking. I have created numerous marketing campaigns for new products to help promote them. With my experience and skillset, I can be an invaluable asset to your team.

Thank you for your time and patience.

Sincerely,

[Your Name]