**Robert Smith**

**Management Trainee**

**1737 Marshville Road, Alabama, (123)-456-7899, info@qwikresume.com www.qwikresume.com**

[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 have 1 year of prior experience in customer facing sales settings which have helped me hone my leadership skills along with gaining confidence in engaging customers and providing them elevated experience. Therefore, I believe I am well prepared and ready to exceed your expectations from your Management Trainee.

Enumerating my current duties for your consideration:

* Guiding and stimulating team to drive sales and deliver quality customer service.
* Contribute to sales, customer experience, merchandising, visual, and operational expectations.
* Act as a liaison between customers, sales executives, and store manager.
* Share expert advice on products and trends that fits the customers’ needs.
* Maintains knowledge of current and upcoming products and trends.
* Facilitate internal communication between the team members.

I have completed my bachelor’s degree in business administration and was able to secure 91%. With my collaborative approach along with in-depth managerial knowledge, I am sure to be a valuable asset to your company.

I am grateful for your time and consideration. Please take a look at my resume to get details about my coursework and professional journey. I hope to receive a positive reply from your end.

Best Regards,

[Your Name]