**Robert Smith**

**Retail Assistant Store Manager**

**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],

As a highly skilled Retail Assistant Store Manager, I read your posting for a new Retail Assistant Store Manager with interest. My experience aligns well with the qualifications you are seeking at Losinga & Sons Department Stores, in particular my role as Retail Assistant Store Manager with the State of Illinois, and I am certain I would make a valuable addition to your organization.

With more than 9 years’ experience as a Retail Assistant Store Manager, I am adept in customer service, sales analysis, and staff management. Moreover, while my on-the-job experience has afforded me a well-rounded skill set, including first-rate problem solving and communication abilities, I excel at:

* Managing all retail store operations to maximize profit and minimize loss; providing detailed financial reports to owner.
* Coordinating and scheduling employees to meet projected demand; training employees in customer service; supervising employees.
* Maintaining inventory control by conducting daily physical inventory counts; reconciling discrepancies between inventory records and controls.
* Creating displays to promote new merchandise and generate sales; organizing promotional events for customers.

As a result, I believe that I have gained all the necessary skills required for this position. It would be great to come in for an interview so we can discuss my experience further. You can contact me by calling [Your Phone Number] or emailing me at [Your Email Address]. Thank you for your time and consideration.

Sincerely,

[Your Name]