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| **Robert smith**  **Retail Department 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],

It is with great interest and enthusiasm that I respond to your advertisement regarding the vacancy for the post of Retail Department Manager at (Company Name). I trust that my 6+years of work experience mainly in the clothing and accessories sector is a good match for your job requirement, and believe that as a result, I would prove to be a great addition to your company.

I have worked in various retail management positions since 2013 and possess exemplary skills in the recruitment, hiring, and training process. I also am proficient in product processing systems, which enables me to boost the sales revenue every year. Additionally, I can also manage employees’ schedules, manage budgets, and use the in-store logistics software for quick inventory management.

Key points that add value to this opportunity include –

* Result-oriented and certified Retail Management professional with a consistent record of surpassing monthly sales targets and profitability goals.
* Overseeing payroll, bookkeeping, scheduling, mentoring employees, and inspiring associates across all levels to promote career progression.
* Ensuring top-notch customer service to spark high retention rates and success.
* Promoting a culture of positive customer engagement, without compromising on the profit margin of the company, enabling me to improve customer service ratings.
* Increased annual sales revenue of (Previous company name) by 67% in the first year while I was working as stores manager.
* Broad financial and inventory management software proficiency including the commitment to maintain the excellent visual presentation of the store at all times.

With my proven commitment to the customer service field and my confidence to drive the team towards the overall success of the department, I strongly believe that I would be a meaningful contribution to your store. I welcome the opportunity to meet with you in person and provide you with more information. Thank you for your consideration.

Sincerely,

[Your Name]