

Linda Blair

Retail Manager

*Laura Higgins
Hiring Manager
Dayjob Ltd
The Big Peg
Birmingham
B18 6NF*

Date: 5th June 2012

Dear Ms Higgins

Your company recently advertised on the dayjob.com website for a Retail Manager. After reading the job description I am confident that I would be a perfect fit for this position as my experience and abilities precisely match your requirements.

Without wishing to sound boastful I feel that I am an exceptional manager who comes to you with a background that is unique and distinctive from other applicants. I have the ability to plan and organise on a daily basis, and possess extensive knowledge of the retail industry. I have an obsessive focus on customers that means I can keep delivering new ideas, new looks and new reasons for them to keep coming back. All of this coupled with my proven ability to have prepared me well for a position at your company. My core strengths include, but are not limited to the following:

- Driving sales and delivering world class store standards.
- Recruiting, leading and motivating teams to do their job to the best of their abilities.
- Having a passionate, energetic and innovative approach to achieving results.

For additional information about my capabilities please view my attached resume.

Right now I am looking for a position that will allow me to take ownership of a retail store and give me the freedom to make decisions and manage a team that will deliver results and outstanding customer service.

I would greatly welcome the chance of an interview, where we would be able to discuss in greater detail the value and strength I can bring to your already successful company.

I thank you for your time and I look forward to hearing from you.

Yours sincerely

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