

**SAMPLE STUDENT**  
Palatine, IL 60062  
847.925.6400  
[samplestudent@gmail.com](mailto:samplestudent@gmail.com)  
<http://www.linkedin.com/in/samplestudent>

November 13, 20xx

Hiring Manager  
ABC Store  
1200 West Algonquin Road  
Palatine, IL 60067

Dear Hiring Manager:

I would like to apply for the position of **Store Manager** at ABC Store, which was posted on Harper's online job posting system. As someone who is customer service driven, has excellent leadership abilities and a passion for the fashion merchandising industry, I would welcome the opportunity to work at ABC Store.

The attached resume details my professional experience and skills; however I would like to highlight a few qualifications that meet your needs:

- Proven talent to attract, select and develop a team and hold team members accountable for performance and practice
- Ensure that client has a positive experience
- Experienced in store operations with skills to organize, delegate, prioritize and meet deadlines on all activities
- Knowledge of visual and merchandising standards and techniques
- Forecast and analyze business trends and manage expenses to maximize store performance

I would welcome the opportunity to work for ABC Store, whose team is committed to excellence, positivity, and building relationships. I look forward to an opportunity to discuss this position with you. Thank you for your time and consideration.

Sincerely,

Sample Student