

James Brown

238 Broadway

New York

NY

United States

To,

The HR Manager

XYZ Company

354 F 63rd Street

New York

NY 10022

United States

Subject- retail supervisor cover letter

Respected sir/ma'am,

My name is [mention the name of the sender] and I am very excited to be writing this letter for the vacant position of [mention the name of the job position] in [mention the name of the hiring company]. I have attached my curriculum vitae along with this letter and I hope that you will consider it as a legitimate job application for this job in your company.

I am confident enough that my skills and qualifications will match perfectly with your company's requirements. I have completed my bachelor's degree in financial management from [mention the name of a college], and after completing my graduation I started working with [mention the name of another company] as a store supervisor.

In my previous job I was responsible for monitoring the shelved stocks, looking after the product displays along with the general appearance of the store, implementing different measures in order to avoid stock damages and wastage, helping the customer solve their issues by giving them proper solutions, motivating all of the employees in order to achieve the target, train the staffs who were newly hired etc.

Lastly, I would like to thank you for accepting my cover letter as a valid job application for this job I believe that you will also go through my resume which I have attached along with this letter. I hope that you will give me a chance to work with [mention the name of the hiring company].

Sincerely,

From

James Brown

[handwritten signature]

[Mention the contact details]

[Mention here, if there is any post note to be given]