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Jane Doe

Retail Industry Manager

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Re: Operations Manager Position

Dear Ms. Johnson,

Last month, I hit a record I never thought I'd care about. I sold 10,000 couches.

In 2016, the corporate office that oversees the six Grayson's Furniture stores I manage set new performance goals, and asked my team of 160—all of whom I've hired and trained—to double sales of our proprietary furniture in one year. We hit that milestone in just nine months, beating every sales record in the franchise's history.

With nearly a decade of experience in customer-driven sales, and an even longer tenure as a Carl's Carpets customer, I am confident I can replicate that growth as your new Operations Manager. In my current role, I've successfully managed multi-site retail operations, vendor relations, and inventory shrinkage control. Specifically, I've:

- Increased profit \$5 million amid tough economic pressures
- Reduced absenteeism 47% with an attendance rewards program
- Formed long-lasting client relationships with returning customers

I'm an ace at attracting loyal clients and I'm comfortable with a breadth of responsibility. Can we set up a call to discuss how we can grow Carl's Carpets sales by 30% in the next year?

Thank you for your consideration. I look forward to hearing from you.

Jane Doe

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How Should A Cover Letter Look

G Orfield



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