



Evan Carlson

Retail Manager
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January 1, 2022

Bob Langston

Hiring Manager
Staples
(987) 654-3210
boblangston@staples.com

Dear Mr. Langston,

As a retail manager with over ten years of professional experience, I've developed an expertise in refining store operations and marketing efforts within the retail sales space. I managed 125+ SKUs and categories at Home Depot, generating \$5M in annual sales. I hope to bring similar success to Staples as the new retail manager of your store.

I am drawn to Staple's reputation for customer service and excellence. I believe that my background would be a strong asset to your organization based on the following career accomplishments:

- Led initiatives to develop and enhance floor plans and drove marketing initiatives for the introduction of new products, resulting in a \$300K increase to annual sales revenue
- Managed, built, and recruited a cross-functional team of 60+ sales associates, department heads, custodians, and operations staff and led efforts to ensure operational excellence
- Collaborated with department leaders to analyze coverage gaps and drive process improvements, resulting in a 15% reduction in overhead costs

I would like to schedule an interview to tell you more about how my operations management experience can benefit your organization. Feel free to contact me at your convenience with any questions. Thank you for your time and consideration.

Sincerely,

(Insert Signature Here)

Bob Langston