

# Selena Alvarez

Retail Manager  
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(123) 456-7890

January 1, 2022

**JESSICA JACKSON**

Hiring Manager  
Acme Markets  
(987) 654-3210  
Jessica@acme.com

Dear Ms. Jackson,

As a retail manager for Aldi, I drove the implementation of a new Instacart program for the store to maximize sales opportunities during the global pandemic. This initiative generated a 20% sales increase and improved revenue by \$900K within one year. I believe that my retail management experience within the grocery space would help to enhance the operational effectiveness of Acme.

The charitable contributions of your company and your dedication to delivering a superior customer experience strongly align with my professional background. I am confident that my expertise in operations management would be a great asset to your company based on my career achievements:

- Oversaw the implementation of a new POS system for Aldi to reduce software errors and product lookup times, which resulted in a 15% increase in transaction speed
- Managed P&L valued at \$1.5M, oversaw product inventory across 70 SKUs, and conducted product forecasting, resulting in a 20% reduction in unsold inventory
- Led a team of 25+ cashiers, customer service staff, and department managers, conducted scheduling, and developed a robust team-based work culture

I look forward to providing more insights on how my retail management experience within the commercial grocery space can drive customer success for Acme. Feel free to contact me at your convenience with any questions. Thank you for your time and consideration.

Sincerely,

*(Insert Signature Here)*

**SELENA ALVAREZ**