

# Selena Alvarez

example@myemail.com | (098) 765-4321 | 456 My Street, San Diego, CA 76543

Jessica Jackson  
Acme Markets  
123 Your Street,  
Houston, TX 12345  
(123) 456-7890  
example@youremail.com

[month, day, year]

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 \$900,000 within one year. My leadership experience within the grocery space will allow me to create value for your customers and team members at Acme in the retail manager role.

Your company's charitable contributions and dedication to delivering a superior customer experience align with my professional background. My expertise in operations management would be a great asset to your company based on my career achievements:

- Oversaw the implementation of a new point-of-sale (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 \$1.5 million, oversaw product inventory across 70 SKUs, and conducted product forecasting, resulting in a 20% reduction in unsold inventory
- Led a team of over 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 you may have about my background. Thank you for your time and consideration.

Sincerely,

Selena Alvarez