

# Cover Letter for Retail Job

Cake  
Resume

**Elaine Sew**

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El Cerrito, California(CA), 94530  
347-585-5019  
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June 25th, 2023

**Janet Chong**

Stepping Stone Co.  
7489 Highland Street  
South Richmond Hill, NY 11419

Dear Ms. Chong,

It is truly an honor to be applying for the retail manager position at Stepping Stone Company. I found this opening on [jubhunt.com](#) and knew I had to apply for the position. I worked as a retail manager at MPH bookstore for 2 years and would like to transfer my experience and skills to your company.

During my time at MPH, I spent most of my time on the retail associates' team building. I believe if co-workers can work well together and help each other every time someone needs help, their productivity and attitude towards their job can be improved, which leads to increasing the company's revenue.

Here are the achievements that I have made in the past:

- Hired 5 retail associates and gave on-the-job training.
- Increased workers' production by 65% with the employee-of-the-month system.
- Exceeded 2022's annual sales goals by \$80,000+.

I have attached my resume along with this mail for you to review. Please don't hesitate if you have any further questions for me. Lastly, thank you for your time and I look forward to hearing from you soon.

Regards,  
**Elaine Sew**

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