

COLLIN S. PROCTOR

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Date

Name

Title

Company

Address

City, State Zip

RE: Retail Management Position

Dear Mr. Hiring Manager:

My experience and management skills are surpassed only by my enthusiasm to effectively meet the challenges before me. After recently graduating with a BBA from Central University, I am seeking new and stimulating opportunities within a corporation that offers opportunity for advancement into executive management. An organization such as yours that prides itself on empowering its staff would be ideal. The enclosed résumé reflects a dynamic achiever eager to put knowledge and expertise to work in a fast-paced environment where performance affects the bottom line.

As you will discover, I am a highly capable individual with eight years of retail management and HR experience. I've worked for two companies in which I quickly trained and advanced through the ranks. A management style that incorporates motivation through positive feedback and support plus straightforwardness and open communication that build trust and fairness precedes me. Additionally, the following personal characteristics would benefit any employer:

- Strong belief in company loyalty and professional integrity support a superior work ethic

- Logical thinking and ability to determine overall picture aid in making decisions and solving problems

- A strong leadership model and positive attitude motivate others to higher levels of performance

- Ability to effectively delegate and monitor employees and tasks simultaneously increases efficiency

- Follow-up and follow-through ensure positive outcomes

- Readiness to accept change and embrace new ideas illustrates flexibility

- Friendly, personable, yet professional demeanor, enhances peer, employee, and customer relations

You will find me an excellent managerial candidate with whom a personal interview would be beneficial. I will confirm receipt of this correspondence within the week and perhaps set up an appointment to meet with you at your convenience. In the meantime, thank you for your time and consideration.

Sincerely,

Collin S. Proctor

Enclosure: Résumé