

Job Promotion Cover Letter for a Retail Job

Subject: Application for Manager - Shoe Department

Dear HR Contact,

It was with great interest that I read that Human Resources is seeking applications for a new Manager in the Shoe Department. Please accept my resume for review.

I have been with Casy's for a total of four years, two in my current position of Assistant Manager in the Children's Department, and two as Sales Associate in the Junior Department. Before coming to Casy's, I worked for Mears as a Sales Associate in the Shoe Department, as well as the Men's Department.

With my experience in varied departments, I feel that I would be an asset as a Manager here at Casy's. I took on many of the Managerial duties in the Children's Department last year when Suzy Smith was out on Maternity Leave, and I would welcome the opportunity to bring that same stability to the Shoe Department with the vacancy created by Amy Jenner's sudden departure.

I appreciate your consideration for this position. I look forward to continuing to grow in my career at Casy's.

Best Regards,

Firstname Lastname

Title

Email

Phone