

Jim Smith
435 Oak Dr.
Orangeburg, SC 29115
June 17, 2015

Mary Oakley
Store Manager
Kohl's Dept. Store
5219 Columbia Ave.
Lexington, SC 29072

Dear Ms. Oakley:

I am applying for the assistant store manager position that I saw advertised on the Human Resources bulletin board and in The State newspaper. I am very interested in this position as I have two and a half (2 ½) years of previous experience in this area of expertise. My ultimate goal is to advance into regional management and I have worked as a management intern for the last six months at Kohl's.

I believe my previous related experiences at Wal-mart and Whit Ash furniture have also prepared me for this position. While working for Wal-Mart, I was able to increase the efficiency of inventory supply by fifteen (15%) percent. While working for Wal-Mart and Whit-Ash, I learned techniques of showcasing and merchandising the products as well as sales techniques when talking with customers. Further, my experience as an intern at Kohl's has taught me how to effectively supervise other employees, which will aid me in the current position as well as future positions with Kohl's.

I look forward to an interview with you soon. You may contact me at (803)535-7654.

Sincerely,

Jim Smith