

ADRIAN CARTER

123 Some Made Up Road Birmingham - T: 0044 121 638 0026 M: 0870 0610121 E: info@dayjob.com

Karen Cunningham
Hiring Manager
Dayjob Ltd
120 Vyse Street
Birmingham
B18 6NF

Date: 12th January 2013

Dear Ms Cunningham

I would like to propose my candidacy for your position of Assistant Manager which was advertised in the latest issue of the

I am enthusiastically applying for this post because I firmly believe that a combination of my natural ability, personality and work experience all make me an ideal candidate for this role. As a talented and experienced individual I am intimately familiar with key competencies for the role, such as and I would bring value to a company like yours through my experience in the sector, and my positive 'can do' attitude.

For the past year(s) I have been employed in a role where I am required to and also This is exactly the type of experience you are looking for in an applicant. Furthermore I would like to state that I am keen to join a winning team and reputable company like yours, where I will not only work with people of the highest calibre but also partner with international brands. Another reason for my application is that your company is in the field of, an area that I would like to enter into.

I consider myself to be a hard worker with a solid work ethic who exerts optimal effort to ensure all tasks given to me are completed on time and to the highest standards.

My strengths include, but are not limited to the following;

- Able to coach, lead and develop a dynamic and diverse team of people.
- Being constantly focused on customer service and giving shoppers a experience they will remember.
- Articulate, highly presentable and very well spoken.

Greater details of my accomplishments and achievements can be found in my attached resume. I am available for interview at any time and can start work at short notice.

Thank you for the time you have taken to consider my application, and I eagerly look forward to hearing from you.

Yours sincerely

Adrian Carter



Copyright information - Please read

© These assistant manager [cover letter examples](#) are the copyright of Dayjob Ltd 2013. Job seekers may download and use this particular cover letter example for their own personal use to help them write their own one. You are also most welcome to link to any page on our site www.dayjob.com. However this cover letter must not be distributed or made available on other websites without our prior permission. For any questions relating to the use of this cover letter template please email: info@dayjob.com.