**INTERNAL POSITION COVER LETTER**

Today’s date

**Subject:** Application for Manager - Shoe Department

Dear Janice,

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 and consideration for this role.

I have been with Casey's for a total of four years, two in my current position of Assistant Manager in the Children's Department, and two as a 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 in 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. In my capacity as an Assistant Manager, I successfully 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, energy, and dedication to the Shoe Department within the vacancy created by Amy Jenner's sudden departure.

I appreciate your consideration for this position. It has been a real pleasure to come to work every day since you hired me, and I thus look forward to continuing to grow in my career at Casy's.

Best regards,

signature

Caroline Xao

Assistant Manager, Shoes

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