**RESUME COVER LETTER**

Hector Silva

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**[Insert Date]**

Dear Hiring Manager,

I want to express my excitement in applying for the Assistant Manager position at Crossover Clothing. After having spent 10 years in the clothing retail industry, the last four of which were at the Assistant Manager level, I believe that the role of an Assistant Manager is to come up with ways to solve problems as well as support the Manager in the overall plan that they have. I loved helping customers find exactly what they needed when I was an entry-level employee, and my zeal for helping people has extended to assisting new entry-level employees find their passion for giving customers a great experience, too.

In my previous role as an assistant manager at Innovation Clothing Outlet, I helped the manager lead more than 100 employees over the span of four years. In that time, one of our major initiatives was revamping the training process. Our goal was to cross-train everyone on registers and at least one department on the sales floor.

I believe that teamwork is of paramount importance and that communication should extend between shifts. That's why, with my manager's help, I implemented a communication log so that management and staff could tell each other about issues that arose throughout the day.

I'm very happy to have the opportunity to apply for the Assistant Manager position at Crossover Clothing, and I want to thank you for taking the time to consider me for the position.

Sincerely,

Hector Silva