**Jenny Austin  
Floor Supervisor**

123 Your Street, Your City, ST 12345, (123) 456-7890, email@maxresumes.com

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4th September 20XX

[Hiring Manager]

123 Address St

Anytown, ST 12345

Dear [Hiring Manager],

I am writing to apply for the Floor Supervisor position at [Company Name] which I saw advertised on [Source].

I am a motivated and experienced team leader and supervisor with four years of retail experience. During this time, I have been the head of a team of 20 retail associates who have been successfully trained and managed by me. I have been responsible for achieving set targets, reducing operational costs and ensuring customer satisfaction.

I believe that I have the necessary skills and qualifications to be an effective Floor Supervisor. I have an impeccable work ethic, an excellent ability to motivate and nurture staff and a commitment to providing exceptional customer service. I am also well- versed in inventory management and have a good understanding of relevant health and safety regulations.

I am confident that I can bring positive changes to the team and to the department as a whole. I am looking forward to meeting you and discussing how I can be a valuable addition to your team.

Thank you for your time and consideration.

Sincerely,

**Your Name**

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