**Sally Jones**

242 Santa Monica Blvd.,

Los Angeles, CA, 90210

(213) 222-2222

sally.jones@gmail.com

Dec. 16, 2016

George Kerry

Director of Marketing

Nordstrom - Westwood

412 Santa Ana Dr.

Los Angeles, CA, 90210

(213) 454-5544

gekerry@nordstrom.com

RE: Marketing Manager Position

Dear Mr. Kerry:

I am writing to apply for the position of Retail Manager at the Westwood branch of Nordstrom at the Westwood Mall. I have in retail as a manger since 2010 and have a wealth of experience in the fashion and clothing industry. In my current position as a manager I have been responsible for over $150K of revenue above and beyond company projections, and have significantly cut costs for my branch. As a matter of fact, my current store has been awarded best branch in Southern California under my supervision.

Beyond simple sales numbers, I have directly trained a large amount of new employees and have shown myself capable of motivating and organizing my team to restock and decorate our store in a very short time. I maintain friendly relationships with all team members and upper-management and corporate alike, and am often compliment for my friendly and helpful demeanor.

Between my years of experience, capacity in management, and career achievements, I am confident I would be a fantastic addition to Nordstrom at Westwood’s management team. If you are so inclined, I would jump at the opportunity to visit you for an interview. Thank you for your time and consideration of my application. I look forward to hearing back from you at your convenience. Thanks again.

Sincerely,

Sally Jones

Enclosed: Resume