



Cover Letter Example

John Smith
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July 7, 2026

Hiring Manager
Store Management Team
Aero Company, Inc.
225 Hosmer
Lansing, MI 48910

Dear Hiring Manager:

I am contacting you regarding the open Stocking and Inventory Associate position with Aero Company, Inc.. My background in inventory support, stocking shelves, organizing merchandise, and assisting with store operations makes me a strong candidate for this position.

As you will see from my attached resume, I have experience performing inventory duties, stocking shelves, front-facing merchandise, keeping work areas organized, and helping customers find what they need. I understand the importance of accuracy, reliability, and attention to detail when handling products and maintaining store displays. My work habits, willingness to learn, and commitment to completing tasks correctly would allow me to contribute positively to your team.

If you have questions, or if you would like to schedule an interview, please contact me at (555) 123-4567. I look forward to the opportunity to discuss how my inventory and stocking experience can benefit Aero Company, Inc.

Sincerely,

John Smith

Enclosure: References