

Preliminary Cover Letter for Assistant Manager Position

Subject: Inquiry Regarding Assistant Manager Opportunities

Dear [Hiring Manager's Name],

I am reaching out to express preliminary interest in any upcoming Assistant Manager positions at your company. My background in team coordination, project supervision, and customer relations makes me a strong fit for leadership roles in your organization.

I am particularly drawn to your company's culture of employee development and continuous improvement. I would appreciate the opportunity to discuss how my proactive management approach could support your goals.

Thank you for your consideration, and I look forward to hearing from you.

Best regards,

[Your Name]

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