October 30, 2019

286 Fort Washington Ave

Apt 5F

New York, NY 10032

Saks Fifth Avenue
611 5th Ave
New York, NY 10022

To Whom It May Concern;

I am writing to express my interest for a position as Assistant Buyer, Women’s Modern Collections for Saks Fifth Avenue- New York. I was informed of this position through a listing on indeed.com. As I obtained my baccalaureate degree from CUNY New York City College of Technology In Business & Technology of Fashion and have seven years experience in fashion retailing, I feel like I would be a suitable candidate for this position. I have gained knowledge in fashion buying, financial management and financial forecasting which I have acquired through my scholarly experience. Furthermore, this would be a great opportunity to display my analytical and creative skills.

Thanks to my baccalaureate degree I have gained knowledge and experience that would make me a great candidate for your team. Through my years in New York City College of Technology I have taken classes in Merchandise planning in which I have learned how conduct open-to- buy statements and how to apply retail math concepts such as markup and margin planning. Financial management was another course I took in which I applied Microsoft Excel on assignments. Researching and Forecasting fashion trends is also a strong suite of mine in which I personally enjoy and have acquired more information through classes like Trend Forecasting and Financial Forecasting. Having conducted many projects in all of these classes with exceptional work; some projects that I conducted are forecasting a outerwear trend for 2020 and a six month buying project. With these hand on experiences I believe a position as assistant fashion buyer will give me a chance to apply what I have acquired and also gain knowledge along the way.

With my years in retail experience I know how to be a team player and excellent with time management and pressure. I am aware and experienced with the fashion industry. During my retail experience I’ve had positions as a Sales Ambassador for COS on 5th Ave and Administrative work at Urban Outfitters on Herald Square. With my experience as a sales ambassador I am excellent with customer service and task such as floating, counting and completing transactions on the register, assisting customers with their needs, inventory and stockroom responsibilities, promotions and acquiring product knowledge such as fabric, materials, color and pricing. Working in Administration I am experienced with taking and making phone calls, answering customer complaints, sending customer mail orders and organizing back office, training new employees on cash register duties and in addition submitting and receiving orders for the company.

I believe that I am a highly motivated person and excellent with time management and getting the task done. I also am a dependable person that will never let down my team mates. I consider
myself a flexible and adaptable person who is not afraid of change and is always ready to take the task head on. I am a fast learner and will be an efficient employee. These values have rewarded me with great appreciation from management and further responsibility in my working environment, as well as notability as a student in my college. I am convinced that I would be valuable for your team at Saks, as I am confident I will meet and even exceed your expectations for this position.

Thank you for considering my application.

Best,

Yours Sincerely
Alexia Hernandez