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March 10, 2020

Assistant Buyer /Women's Advanced Contemporary
Saks Fifth Avenue New York, NY

Dear Human Resources,

I am writing to express my interest in this position, Assist Buyer for Women's Advanced Contemporary, in response to your ad on LinkedIn, posted in April. My name is Ariele and in my previous years of working I have taken the initiative role in performing weekly counts and in some cases daily counts of inventory to provide a summary of productivity for the store as a whole. As well as entering records to insure that there is enough product available for customers to buy. I have assisted in task of conducting order sheets on both ends as the buyer and sales representative. While working at SSP America I have done stock-taking and noted any products that ran low. Based on my knowledge of the product I would write the recommended amount needed for the next imported shipment. On the other hand as a sale representative I have noted items on digital order sheets based on how much products the buyer wanted and the changing of shipment dates depending on the garments, these tasks were done while interning for the brand Line. In addition I am familiar with the retail math as I have preformed Profit and Loss Statements in my Merchandise Planning and Buying academic course where I have operated the sum of the Gross Margin by subtracting the Total Cost of Goods from the Net Sales, then subtracting the Total Operating Expenses from the Gross Margin in order to get the Net Profit of a store.

Through my years of education I have enjoyed closely working with classmates on projects such as Marketing Research where we can divided the tasking of selecting a already existing product being sold in the market place and compared it to an identical product, conducted a survey where we handed out questionnaire for several people to participate in and based on the answers of the questionnaire we have analyzed the data then put it into action by writing a full report of our findings. I also enjoyed participating in other courses such as Advertisement, Trend Forecasting and Social Media and Brand Image Marketing. I enjoy networking with other, discussing with coworkers ways to better the company and implementing them if approved, and solving mathematical problems. Through this experience of working in sales, leading teams and managing projects and learning the many different aspects of the Business of Fashion, I have gained Leadership, Teamwork, Bookkeeping and Microsoft skills and honed my Communication, Organizational, Problem solving and Time Management skills. I also had the opportunity to become an Inducted member of The National Society of Leadership & Success, which an organization to help not only students but people as a whole develop and achieve their goals.

Given my background in Sales / Customer Service and my Leadership, Communication, Team Work and Problem Solving skills, I am a particularly good fit for the Assistant Buyer position at your company. I am impressed by fast-paced and dynamic business at Saks Fifth Avenue as well as understand the significant responsibilities given to an Assistant Buyer, and I look forward to joining and contributing to the team.

Sincerely,
Ariele

Links to two jobs:

https://www.linkedin.com/jobs/view/assistant-buyer-women-s-advanced-contemporary-at-saks-fifth-avenue-1737321036?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

<https://mail.google.com/mail/u/1/?tab=wm&ogbl#inbox/FMfcgxwHMGMczxcVjNFPRxGNbVGRVpst>