

October 14, 2021

To Whom It May Concern:

I would like to express my interest in the merchandising assistant position at your company posted on September 29, 2021. I came across this job posting on Atriumstaffing.com during the month of October. I believe this position would provide a great opportunity to further my career in fashion business. For the past six years my love of fashion, eye for detail, interest in collaborating with other minds, fashion sense and my course work would make me a great candidate for this position. I am currently taking relevant studies at the City College of Technology majoring in Business and Technology in Fashion and already have obtained my Associate Degree in Business Administration at The Borough Manhattan Community College.

With my accumulated experience working in retail and interning in the past I having developed an understanding of fashion business and customer service. My prior experience working in retail and as a wholesale intern has prepared me for the job duties you are looking for in a potential candidate. I am comfortable adapting to new environments and working at a fast pace. I am also great at working with merchandise to show product knowledge and identifying priorities with a sense of urgency. I am highly motivated and looking for a work environment that can inspire me to perform at my best.

Most recently, my coursework in *Global Sourcing BUF 4300* and *Merchandising Planning and Buying BUF 2255* at New York City College of Technology has prepared me for the job duties listed on your job posting. For this course, I was asked to read and analyze chapters of *The Globalization of the U.S. Apparel Industry: Making Sweatshops*. In addition, there were weekly short answer questions that needed a detailed written response to explain in my own words how the apparel and textile industry made history and changed the lives of those women and men working in the sweatshop industry. In addition, my course work for the Merchandising Planning and Buying class I was asked to understand retail math, use excel sheets and complete a term project projecting the gross margins of a retail company over the course of six months.

I am well organized, highly motivated and I adapt to new environments well. Due to my accumulated experience of working in retail and the course work that I have completed, I have obtained strong written and communication skills. I am also proficient in programs like Microsoft Word and Excel. I am comfortable doing marketing research, creating presentations and projects with the research I found. I also enjoy networking, watching current fashion shows and saying up on the latest fashion news through social media and online publications. Overall, the skills that I have provided here will make me a great addition to your team.

Sincerely,

Danielle Daniel-Ramsey

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