

300 Jay St
Brooklyn, New York 11201
(917) 403-7782

Ms. Lorin Cipolla
Ralph Lauren Corporate Offices
Senior Director, Human Resources
650 Madison Avenue
New York, New York 10022

Dear Ms. Cipolla:

I am writing to express my interest in Digital Asset Coordinator position that is currently available at Ralph Lauren. Working for a company who is a leader in design is a goal of mine and I am confident that I can continue to promote successful practices as well as help the company overcome any challenges it might face. I adapt to change and have experience with creating innovating ways to improve practices with teams that I have worked with.

In the past 7 years I have gained experience both in the design and operational fields. My experience working in operations departments for companies such as Nike and Apple have shown me the importance of working collaboratively and within time constraints. Through that experience I was able to improve my ability to think of new ways to complete tasks. I have also gained experience in visual merchandising while at Target, Nike and Apple which demonstrate my attention to detail, as well as ability to make decisions that benefit the business such as merchandise swaps.

My strong work ethic and determined attitude show in the quality of work that I do. Never one to stick to one thing, I take the initiative to learn about all roles that I come across with to further develop my skills in the workplace which is an attribute that can benefit any employer that I have and am working for.

Thank you for the time you have taken to look into and consider my application. I would be happy to discuss my qualifications in an interview at your convenience.

Enclosed is my resume with in depth details of my experience and accomplishments. I am available for an interview as of June 1st. Please telephone me at (917) 403-7782 or e-mail me at Huerta125@yahoo.com.

Sincerely,

Rosalba Huerta