

To Whom It May Concern:

I was recently at one of your many locations in Brooklyn, as I am a frequent customer with a membership, and it had struck me that I wished to work for your organization. Given that you are the largest successful retail bookseller I know you're looking only for the best. While navigating through your website, barnesandnoble.com, I found the position where I would best benefit your company, the position of retail communication specialist.

I know that when it comes to service, communication is the key. My experience with Sneaker Town and W. C. Art as a salesman demonstrates the benefit of my communication skills. For example, within the everyday workplace environment unexpected occurrences would cause many frustrations. However with my many years of training and experience I have prevented complications with customers from getting out of hand and escalating while acting in a professional and respectful manner. While I got along greatly with the many people I had serviced I got along just as well or even better with my superiors and co-workers. My previous job at W.C. Art hired when I walked in after a brief discussion.

I started working at Sneaker Town at the early age of 13 where I quickly learned how to be organized. I started out small, keeping track of stock and merchandise behind the scenes, then, as you can see in my included resume, I was able to work my way up at Sneaker Town from a stock boy, to a salesman, then to a cashier. I later went on to train future employees who still work for the company. While working for W.C. Art I learned enough about the several products they carried to give personal recommendations to both customers and coworkers. My current job at S&T Famous Bags has me working as a cashier while keeping track and analyzing several employee's, making sure they are fulfilling they're duties but also being sure they're heard.

I would like to meet you in person at your best convenience to further discuss the position. I'm usually available weekday mornings and evenings through my cellphone number, (917) 856-4124, also enclosed in my resume, or feel free to email me at m.jimenez1993@hotmail.com. Thank you for you consideration and I look forward to hearing from you.

Sincerely,

Miguel A. Jimenez