

Humzah Butt

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To Ms. Harvey:

Upon learning of your need for a new Merchandising Intern, I felt compelled to submit my resume for your review. As an organized and motivated college student with a Bachelor's in Business and Technology of Fashion and experience providing administrative and general operational support in other Fashion Houses to achieve success as well as having multiple years of experience in the fashion field, I am confident that I would be a valuable asset to your team.

From maintaining records to performing general administrative responsibilities and have multiple years of experience in retail, my background has prepared me to excel in this role. Backed by my great communication and multitasking capabilities, I excel at providing exceptional organizational and time-management expertise and driving optimal productivity and success.

Highlights of my experience include...

- Following up on tasks that did not meet required deadlines to identify and resolve issues and maximize customer satisfaction.
- Troubleshooting causes of product shortages and generating weekly shortage reports for management review.
- Demonstrating dedication to providing outstanding operational support while streamlining operations and facilitating organizational success.
- Balancing multiple tasks while providing top-level problem-solving and interpersonal skills.

With my proven commitment to delivering the highest level of operational assistance, I am well prepared to extend my record of exceptional service to your team. I welcome the opportunity to discuss this position and my qualifications with you further.

Thank you for your consideration.

Sincerely,

Humzah Butt