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Adam Biernat
Global Account Executive
r-pac International Corp
132 West 36th Street 7thFL
New York, NY 10018
917-664-5533

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Dear Adam Biernat:

I am writing to express my interest in the Production Development Specialist position at r-pac International Corp. I am a Business and Fashion student at City Tech. I will be completing my Bachelor's degree in the Spring 2021. In my Product Development and Visual Merchandising class, I learned how products were made, the steps made for the overall completion of the product. I also learned about the different store layouts, colors, and style positions within a store. I also learned about trend forecasting and created a project in which

I have also worked as a production intern at Bairefined. At Bairefined, I tailored men's t-shirts according to the client's measurements. My responsibilities included shipping the merchandise, send clients a confirmation email that their order was shipped, and updated the inventory daily. My greatest accomplishment at Bairefined was the goal of tailoring five men t-shirts, and having it shipped that same day. To fulfill this goal, I divided the responsibilities with my assistant. It was a major accomplishment for me. I also worked independently, as I oversaw Production after two weeks of starting the internship.

As a cashier, I had monthly goals to complete with selling products from the store. One of my achievements here was being the teller that had the most bills paid, having the most transactions in Western Union, and as part of the team I contributed to exceeding the sale goals of the store.

I have also worked as an Office Manager and in this position, I had to be extremely organized. As I was directing a team my responsibilities included setting up meetings, tracking invoices, and office orders. It was extremely important that I maintained the office and schedules

organized. I believe that each position that I have held has aligned me to fulfill the product development position at Dreamwear.

Thank you for your consideration. I look forward to speaking with you.

Sincerely,

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