March 28, 2019

Jasmilex Sanchez Guzman

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Dear Hiring Manager,

I am interested in your position for Assistant Buyer at your company. Currently, I have three years of experience in retail and customer service. While working in retail one began as a sales associate then being promoted to Front End Coordinator. Through my years of experience, one has learned to work in a fast in environment that requires me to multitask and adapt to new tasks given to me. Customer service and merchandising are the two task one has had the most time to experience.

I thoroughly enjoyed working at TJ Maxx , where I learned valuable professional skills such as customer satisfaction and customer service however, I would like to advance in my career by applying my new degree skills. I am currently attending CUNY New York City College of Technology and will be obtaining my Baccalaureate Degree in Business and Technology of Fashion June 2019. Whether working on academic, extracurricular, or professional projects, I apply proven leadership, problem-solving, and communication skills, which I hope to bring into the Assistant Buyer role at your company.

After reviewing your job description, it’s clear that you’re looking for a candidate that is extremely familiar with the responsibilities associated with the role and can perform them confidently. As a motivated, organized, and quick learner, one hope you will agree that I am the competitive candidate you are looking for. Given these requirements, I am certain that I have the necessary skills to successfully do the job efficiently and perform above expectations.

Thank you for your consideration, and I look forward to hearing from you soon.

Sincerely,

Jasmilex Sanchez Guzman