

Bookstore Clerk Cover Letter

6844 Deon Avenue West Ralph, OH 11661

Dear Story McDermott,

I would like to submit my application for the bookstore clerk opening. Please accept this letter and the attached resume.

In the previous role, I was responsible for support while learning and hands-on experience with all back office functions, including the preparation of invoices, processing of chargebacks and coordination of stock shipments are completed in accordance with company directives and/or policies and procedures.

Please consider my qualifications and experience:

- Previous basic retail experience and cash handling preferred
- Experience with textbooks
- Experience working with the public and possess basic supervisory skills, WinPrism experience preferred
- Competency with computer and software such as Microsoft Word, Excel, Access, and XP
- Some knowledge of the maintenance of sales and inventory records and stock on hand
- Cashier or customer service experience preferred
- Prefer experience in retail sales
- Requires experience on the use of cash registers, computers

I really appreciate you taking the time to review my application for the position of bookstore clerk.

Sincerely,

Riley Heller