

# Bookstore Clerk Cover Letter

29400 Tawna Crossing West Phyllis, CA 80214

**Dear Armani Klocko,**

Please consider me for the bookstore clerk opportunity. I am including my resume that lists my qualifications and experience.

In the previous role, I was responsible for support to purchasing, inventory control and maintenance of clinical and administrative equipment as needed on a daily basis.

My experience is an excellent fit for the list of requirements in this job:

- After initial training and orientation, should require only occasional checks for accuracy and review for adherence to policy
- Requires experience on the use of cash registers, computers, After initial training and orientation, should require only occasional checks for accuracy and review for adherence to policy
- Dependable, organized, and detail-oriented
- Retail experience preferred, Cashier experience preferred
- Offer exceptional customer service to general public, faculty, and staff
- Customer Service, sales oriented, cash handling, detail oriented and organized
- Assists with consignment products and counts
- Handle sale transactions

**Thank you in advance for reviewing my candidacy for this position.**

Sincerely,

Emery Moen