

# Retail Operations Cover Letter

67380 Grady Meadow North Santastad, MO 51531

**Dear Lennon McClure,**

I submit this application to express my sincere interest in the retail operations position.

In the previous role, I was responsible for functional direction to ensure all activities are performed in accordance with corporate requirements and applicable directives, management instruction, processes, procedures and functional guidelines.

I reviewed the requirements of the job opening and I believe my candidacy is an excellent fit for this position. Some of the key requirements that I have extensive experience with include:

- Customer oriented with a high level of professionalism and extremely detail oriented
- Responsive, thoughtful and efficient communications (both written and verbal)
- Inventory management and stock reconciliation
- Strong use of Microsoft Office, Excel and Word
- Store reporting, compliance adherence, follow ups, archiving
- A love for administration
- Comfortable with technology concepts (without requiring coding) including database structures, APIs and information security
- Comfortable in a fast-paced environment subject to rapid change

**I really appreciate you taking the time to review my application for the position of retail operations.**

Sincerely,

Sutton Bogisich