

Showroom Assistant Cover Letter

612 Lanell PlazaHartmannville, IA 74188

Dear Tyler Daniel,

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

In my previous role, I was responsible for support to the Office Manager with general administration work and assist with the Health and Safety, Fire Safety and First Aid maintenance within the office.

Please consider my qualifications and experience:

- Professional attitude and personable manner
- Able to demonstrate a creative eye and a flexible approach to working
- SAP/Mercury knowledge desirable
- Passionate about Products and the Fashion industry
- Excellent rapport building skills with senior executive management
- Confident, committed, flexible & self sufficient
- Keen eye for detail & STYLE
- Able to multi-task and work towards simultaneous deadlines

Thank you for taking your time to review my application.

Sincerely,

Parker Jenkins