

Showroom Assistant Cover Letter

57752 Yvette PathPort Lea, UT 65114-0690

Dear Hayden Runolfsson,

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

In the previous role, I was responsible for general office support by assisting with building maintenance, entering work orders, assisting other PBS directors, assistants and managers when needed, and filling in for other PBS assistants in their absence.

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

- Organize and maintain the showroom for customer appointments
- Ensure the visual merchandising requirements are met in department stores and showroom
- Provide support to the Wholesale team with their appointments, ordering and managing of samples
- Ensuring all sales orders are captured and executed
- Be the main support person to the PR team with events, bookings, meetings and sample management
- Take full responsibility for ensuring all showroom supplies are maintained
- Manage and share PR and Marketing updates internally and externally to appropriate partners
- Support with Influencer communication and process

Thank you for taking your time to review my application.

Sincerely,

Stevie Borer