

# Showroom Assistant Cover Letter

2694 Ezequiel Landing New Danika burgh, WA 12862

**Dear Sutton Beatty,**

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

In my previous role, I was responsible for office backup to administrative assistants (in both Hudson and Acra) when needed to answer phones, greet visitors.

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

- IT skills, especially Microsoft Word and Excel
- Fashion showroom / office management experience is preferred
- Some lifting (20-50 lbs max)
- Purchasing and inventory experience
- Experience in and knowledge of construction industry and building materials strongly preferred
- Preferable to have a qualification in fashion/media/marketing but not essential
- Keen interest in the fashion industry
- Excellent communication and relationship building skills, including creative writing

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

Sincerely,

Dylan Rempel