

Showroom Assistant Cover Letter

7271 Emmerich Court South Heath, MN 02345-5966

Dear Casey Bradtke,

In response to your job posting for showroom assistant, I am including this letter and my resume for your review.

In my previous role, I was responsible for health and Safety induction for all external visitors i.e., for events taking place in the office.

Please consider my experience and qualifications for this position:

- Structured and organised working manner – to multitask on multiple projects at one time
- Strong multi-task skills and be able to work in a fast-paced, changing environment, at all levels of the organization
- Strong attention to detail, excellent listening and communication skills, seasoned judgement, emotional intelligence, energy, enthusiasm and endurance
- This role requires excellent organisational, problem solving and communications skills
- English and German speaker
- This description is a general statement of duties and responsibilities performed on a regular and continuous basis
- Highly motivated individual who can work independently
- Think clearly, quickly, maintain concentration, stay calm and make concise decisions in high pressure situations

I really appreciate you taking the time to review my application for the position of showroom assistant.

Sincerely,

Ryan Toy