

Showroom Assistant Cover Letter

76516 Wallace IslandLake Zandra, GA 04280

Dear Marion Ziemann,

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

Previously, I was responsible for assistance for other Executive Assistants as needed when their Exec travels to the 3rd Ave office.

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

- Proficient in MS suite with an aptitude to become quickly familiar with new systems
- Passionate and confident speaker, able to provide a high level of product knowledge to visitors while also creating enthusiasm for the products and brand
- Flexible to work showroom hours including weekends and later start/end times on weekdays
- Prior showroom experience
- This role requires excellent organizational, problem solving and communications skills
- Be positive, proactive and with great organizational skills
- Operational understanding of accounting and finance
- Back office and administration support to the Sales Department

Thank you for your time and consideration.

Sincerely,

Sutton Parker