

Buyer Cover Letter Sample 2

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Mr. Ronald Sykes

HR Manager and Consultant

Trip's Retail and Department Store

3521 Connecticut Avenue, Richardson, Illinois 48285

Dear Mr. Sykes,

I was delighted to read your advertisement on Indeed.com, and I would like to apply for the position of assistant buyer at Trip's Retail and Department Store. I have plenty of experience in customer service and retail, but I am hoping to expand my career into the back end of the retail experience. Also, I am currently pursuing my bachelor's degree in business and finance from the University of Central Illinois.

I currently work full time while also attending school full time. I work as a cashier at Larry's Department Store where I have been employed throughout college so far. In my time here, I have learned a lot about customer service, and I've taken on responsibilities in other departments whenever necessary. I am eager to continue developing my career in the retail world.

Within one year of working full time at Larry's department store, I managed to grow into a shift leader position where I was responsible for scheduling and overseeing newer employees. In fact, under my direction, our cashier team was able to sell more Red Cross donations than under the supervision of any other shift leader. I have a great understanding of packaging important products to increase their likelihood of selling. In my opinion, boosting a product's value begins at the buying stage.

Aside from my experience in retail and customer service, I have a number of skills that are vital to the assistant buyer position. I am talented in procuring sales, and I would buy products while keeping an eye on how easily those products could be sold to prospective customers. This philosophy will help me buy successful products at a much higher rate.

Without question, I know I am the strongest candidate for this assistant buyer position at Trip's Retail and Department Store. As I have in the past, I would take to the job quickly and begin raising the bar for myself at every avenue. Most importantly, my hands-on experience as a leader in the retail environment gives me an important viewpoint for buying winning products. I look forward to meeting with you soon to further discuss my candidacy.

Sincerely,
Eduardo Gurriel