|  |  |
| --- | --- |
| **Lana Buyer** | C: (999) 666-3333, H: (444) 444-3333  [Email Address]  [Street Address], New York, NY 55900 |

**Today’s date**

Mr. Kevin Turkle

XYZ Corporation

Street Address, City, State, Zip

**Re: Merchandiser**

Dear Mr. Turkle,  
I’m excited to respond to your recent job posting in the Retail Rag for a merchandiser for your corporation’s chain.

As you can read in my attached resume, I’ve been working for 14 years as a merchandiser and have consistently met and surpassed sales goals in my assigned region. Based on my experience in many stores, speaking with clients, and interviewing customers, I’ve learned a lot about successful retail operations, and am interested in putting that knowledge to use for your company.

Some of my recent professional highlights include:

* Choosing successful new brands and products to promote to clients
* Guiding the retail employees at each store how to best display products and provide quality customer service to enhance the shopping experience
* Documenting meticulously inventory, new orders, sales of new or previous merchandise, and other cash transactions

I am interested in increasing your corporation’s profitability through my experience and would welcome the opportunity of an in-person interview to demonstrate my sales abilities.

Kindly contact me at 999-666-3333 or at [your email address] so we can arrive at a mutually convenient time.

Thank you for your consideration.

Sincerely,

Lana Buyer

**Attachment: Resume**