Alexandra Jackson

191 Valley Meadows DR

Chehalis, WA 98532

October 21, 2019

Braun NW

150 Northstar Rd

Chehalis, WA 98532

To Whom It May Concern:

I am writing in response to the online employment posting for the Buyer position. I have over 7 years of customer service experience, as well as over 3.5 years purchasing experience. I pride myself in my accuracy and organization skills, and maintain a high level of confidentiality. These attributes make me a great candidate for this position. Some other qualifications I have are:

* The ability to communicate well with management, peers and the public.
* Working proficiently as an individual as well as in a group setting.
* Working effectively under pressure to meet deadlines.
* Excellent work attendance, punctuality and professional appearance.

I take pride in my work ethic, dependability and professionalism. I’ve enclosed my resume and references for your review. I look forward to hearing from you and answering any additional questions you may have for me.

Sincerely,

Alexandra Jackson

Enclosure