

October 18, 2019

Attention: Hiring Manager
Braun NW, Inc.

Please accept this letter and resume as an indication of my interest for the Buyer position for your company.

I believe I am an excellent candidate for a position on your team because I have over 13 years of administrative experience and over 10 years of customer service along with management.

Throughout my career I have worked hard. My experience and training has molded me into a person who is known to be self motivated, dedicated, flexible, a leader, team oriented and full of energy. I love organization and completing tasks with highly successful results.

You will also see that I switched careers after 13 years and thrived very quickly. If you believe, as I do, that my qualifications and experience merit further review on how I can best serve your company, I would appreciate the opportunity of meeting with you.

Should you have any questions before scheduling an appointment, please do not hesitate to contact me by phone or email.

Thank you for your time and kind consideration. I look forward to meeting you.

Sincerely,

Lindy Waring