

Shelly L. Owens

44 Cascade Ave.
Chehalis, WA 98532
(360) 520-3346
shelly.owens333@gmail.com

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Braun Northwest, Inc.
150 North Star Drive
Chehalis, WA 98532

To Whom It May Concern:

I believe my experience makes me an ideal candidate for the position of Purchasing Buyer for Braun Northwest. I am very enthusiastic about the prospect of utilizing my skills learned to be an integral part of your team.

The career experiences I have had have contributed to my aptitude for working in a variety of environments, as well as refining my interpersonal skills. The skills I have will be essential for working in a variety of situations. I also have computer expertise, with proficiency in the following MS Office programs: Word, Excel, PowerPoint, and Outlook and I have some knowledge and experience with QuickBooks.

I especially enjoy challenges, diversity in daily tasks, and working with people. I am organized, energetic, and eager to keep things running smoothly in a busy, multitasking environment.

My background, training, and qualifications are summarized on the resume I have submitted. I look forward to meeting with you and other staff members to discuss my qualifications in detail. Please contact me at (360) 520-3346 to discuss a date and time, which is convenient for you, so that we might get better acquainted and discuss possibilities for the future.

Sincerely,

Shelly L Owens