

My Name

20200 Observation Drive
Germantown, MD 20876
240-567-7700
my.name@MontgomeryCollege.edu

June 20, 2016

John Doe
Professor
Montgomery College
20200 Observation Drive
Germantown, MD 20876

Dear John Doe:

Are you looking for an **Assistant Store Manager** with:

- Three years of hands-on experience in Retail Sales?
- Knowledge of the latest technology in inventory control?
- Excellent written and oral communication skills?
- A passion to learn and to increase skills?

If so, then you need look no further. You will see from my enclosed resume that I meet all of these qualifications and more.

I would very much like to discuss opportunities with Montgomery College. To schedule an interview, please call me at 240-567-7700. The best time to reach me is between 10:00 a.m. and 10:00 p.m., but you can leave a voice message at any time, and I will return your call.

Thank you for taking the time to review my resume. I look forward to talking with you.

Sincerely,

My Name

Enclosure

MY NAME

20200 Observation Drive, Germantown, MD 20876

240-567-7700

my.name@MontgomeryCollege.edu

EDUCATION

Montgomery College, Maryland
Associate of Arts 2016

Seneca Valley High School
General Studies 2014

AWARDS

Dean's List January 2015 - May 2016

Soccer Team Captain July 2015 - July 2016

RELATED EXPERIENCE

Walmart
Department Manager - Sporting Goods 2016
Supervised staff, set schedules, managed stock, limited product theft through close monitoring of inventory and sales reports.

Life is Good - Alexandria
Sales and Customer Service Representative 2015
Assisted with purchase decisions - upselling when possible, maintained store front in clean and attractive state, processed and reconciled cash and credit sales of several hundred dollars each day

LANGUAGES

[English - native language]

[French - speak fluently and read/write with high proficiency]

[Spanish and Italian - speak, read, and write with basic competence]

CLUBS AND SPORTS

Photography Club - President

Student Senate - Secretary

Soccer Team - Captain

REFERENCES

References available upon request