**Willie Martinez  
2675 Oakwood Avenue  
New York, NY 10019  
(333)-664-XXXX  
[email]**

**Ms. Dawn Voss  
Acumen Brands Inc  
4669 Candlelight Drive  
Pearland, TX 77581**

**Dear Ms. Dawn Voss,**

I am applying for the Fashion Sales Assistant position with Acumen Brands Inc and I have the sales experience you are searching for in an applicant.

I have five years of experience working in fashion sales and I held the position of assistant for two of these years. During this time, I learned about the administrative duties associated with fashion sales, which includes finding the best clothing and accessory suppliers. I can use a variety of computer programs such as MS Word, Outlook and Excel proficiently. I also have experience working with Spreadsheets and I have the ability to learn new software quickly.

I am familiar with checking in vendors, matching the merchandise with the invoices and checking for damaged or missing items. I also have experience writing checks to pay vendors, creating daily sales reports and handling bank deposits. I have very strong leadership and communication skills with the ability to assign duties, monitor performance and to assist when the staff members need a helping hand.

I have the ability to stay focused and work efficiently in this fast-paced and sometimes stressful environment. I have acquired excellent multi-tasking skills and I learned to manage my time wisely in order to have time to perform all duties needed to keep operations running smoothly.

The attached resume has a more in-depth outline of my educational background and work history along with references from past supervisors. I am confident that I have the skills to be the best person for this position and I hope to meet with you soon.  
Please call (333)-664-XXXX to arrange an interview.

**Respectfully,**

**Signature**

**Willie Martinez**