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November 13, 20xx

Jane Smith
Human Resources Manager
ABC Boutique
1200 West Algonquin Road
Palatine, IL 60067

Dear Jane Smith:

I am applying for the **Assistant Boutique Manager** position at ABC Boutique, which is posted on Harper College's online job posting system. My education and experience will allow me to successfully perform the responsibilities of this position.

As you can see from my resume, I have recently completed my Associate in Applied Science in Fashion Merchandising Degree at Harper College. In addition to my coursework, I have worked in the retail fashion field for the last five years and I have gained a great deal of experience from my practicum and sales experience. I would like to highlight my qualifications which include:

- Strong merchandising and visual skills
- Outstanding customer service skills and experience working with a diverse consumer base
- Proficiency in Microsoft Word, Excel, and Outlook
- Excellent leadership, creativity, communication, and management abilities

I welcome the opportunity to work for ABC Boutique. I look forward to discussing this position with you. Please contact me at your convenience if I can provide further information about my qualifications or to answer any questions. Thank you for your time and consideration.

Kindest Regards,

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