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November 13, 20xx

Jane Smith
Human Resource 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 was posted on Harper College's online job posting system. I believe my education and experience would 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 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 would welcome the opportunity to work for ABC Boutique. I look forward to an opportunity to discuss 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,

Sample Student