

# JANE M. SAMPLE

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Dear Hiring Manager:

I am writing to express my interest in your current opening for a Merchandise Planner therefore, please allow me to submit my résumé for your review. Having served senior assistant planning and buying roles for the past several years, with continued success in meeting business/operational goals, I am confident that I can make a valuable contribution to your organization's future projects and initiatives.

What I bring to the position is a combination of team leadership, strategic planning, and business development skills that I have leveraged to meet and exceed expectations. I analyze core operational/business functions and implement the most appropriate solutions that drive continual business growth. Significant accomplishments and contributions I have made to my current employer include:

- Merchandise analysis resulting in the timely and cost-efficient savings of \$2,429.6m vs. last year, third quarter.
- Evaluated profitability for in-season sales, financial and inventory performance and suggested adjustments increasing quarterly profits by \$66.5m vs. plan
- Created seasonal financial plans resulting in increased ROI from .24 to .28 and increased quarterly profitability by 2.4% despite the difficult economy.

In previous positions, I have also increased sales performance and motivated teams to meet employer objectives. Because my success in these areas covers multiple environments, I am confident I can do the same as a member of your team.

My résumé contains additional details regarding my career accomplishments. I would welcome an opportunity for a personal interview to discuss your organization's needs and the results you can expect from me in addressing those needs. And I thank you in advance for your time and review of my qualifications.

Sincerely,

Jane M. Sample

Enclosure: Resume