Dear sir:

Upon learning of your posting for a Job, I felt compelled to submit my resume for your review. As an experienced and motivated professional with experience in IT Support, merchandising efforts, and customer service, I feel confident that I would be a valuable asset to your team.

My experience lies in organizing assisting customers with selection and sales, and managing register operations in fast-paced, customer-focused environments. With strong inner motivation and sharp IT Skills, I excel at assessing customer needs, implementing effective sales strategies, and providing outstanding customer service.

Highlights of my qualifications include:

* Strong knowledge of effective sales strategies, merchandising efforts, and successful team collaboration to achieve dynamic sales and revenue enhancement.
* Exceptional communication, organization, and interpersonal skills, with a personable manner and a keen attention to detail.
* Proven dedication to providing outstanding customer service, resulting in solid customer loyalty and satisfaction.
* Handling office tasks, such as filing, generating reports and presentations, setting up for meetings, and reordering supplies.
* Providing real-time scheduling support by booking appointments and preventing conflicts.
* Screening phone calls and routing callers to the appropriate party.
* Using computers to generate reports, transcribe minutes from meetings, create presentations, and conduct research.
* Greet and assist visitors.
* Maintain polite and professional communication via phone, e-mail, and mail.
* Anticipate the needs of others in order to ensure their seamless and positive experience.

With my demonstrated experience in building strong customer relationships and achieving sales success, I am well prepared to extend my record of service to your team at Look Again. I welcome the opportunity to discuss this position and my qualifications with you further. Thank you for your consideration.

Sincerely,  
Sajad Kumar Thapa