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Tailly Weijl Trading AG
Anita Olijve
Viadukstrasse 42
4051 Basel

Application for a position of buyer assistant

Dear Anita,

I am passionate about fashion and a regular customer in your stores. I particularly appreciate your collections of clothing and accessories. Your chic and refined models allow women who love the latest trends to look modern and stylish. Furthermore, your professional customer relation and the excellency of your team coordination which bring your business all its fame are values I share and deeply believe. These reasons, as well as my desire to grow professionally within the Tailly Weijl, reinforce my aspiration to join your team.

Following are my strongest skills and professional achievements which could bring a significant contribution to the company :

Analytical and creative

As a purchasing manager for Cosmotec in Vouvry, I was in charge of dealing with any daily hazards and handle the unexpected ; I performed my various duties efficiently within the prescribed time frame.

People oriented

Part of my tasks was maintaining an excellent relationship, with the suppliers and carriers on a daily basis. My listening, interpersonal and negotiating skills contributed to an increase in the number of contracts and to the consolidation of the company's positive image.

Well-organised

Moreover, my organisational skills and my knowledge allowed me to handle the tracking to optimum effect. Therefore I always provided a perfect replenishment composed of quality products.

I look forward to hearing from you to discuss further your expectations and my interests in a position within your team. Thank you for your time and consideration.

Sincerely,

Sefa M-Adem