May 6, 2015

Barnes & Noble - Clybourn

Chicago, IL 60622

To Whom It May Concern:

I am writing to inquire on a part-time position of Bookseller at this location.

A few of my core strengths include:

* High attentiveness to detail
* Strong skills in problem-solving
* Always friendly and helpful
* Continuously punctual
* Motivated and dependable

Following this letter is my resume, which lists my professional experience, skills, and education in further detail. Please feel free to contact me to arrange a meeting at your earliest convenience.

Thank you for your time. I look forward to hearing back from you.

Sincerely,

Zachary Zuniga

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