

**Bob M. Smieth**

1234 County Road #2  
Belleville, On  
K8N 4Z7

July 28, 2014

MR. DWAYNE FORT  
Sales and Marketing Coordinator  
Shop It. Ltd.  
1 Rock St., Unit 22  
Trenton, ON  
K8P 4Z7

Dear Mr. Fort:

Attached is my resume for the position of Customer Service Coordinator that was advertised on [workopoliscampus.com/loyalist](http://workopoliscampus.com/loyalist).

I have more than four years experience in customer service and retail focused positions. My current role at The Computer Outlet includes assisting with the training of new staff and leading junior employees. I also oversee department duties in the absence of our department Manager. Throughout my years in the retail industry, I have acquired a solid customer service background as well as strong sales and communication skills which will assist me in identifying the needs of your diverse customer-base and ensure superior client satisfaction. I also recently completed a three year diploma in Business Administration – Materials Management at Loyalist College. This program offered courses in Master Planning, Principles of Buying, Logistics Management and International Business. I am proud to say I completed such courses with high marks, having graduated on the Dean's List.

I understand that Shop It. Ltd is expanding its retail locations to include stores in Peterborough and Kingston. As an enthusiastic, goal oriented individual, I am flexible in working in any of your locations.

I look forward to hearing from you about this opportunity. I can be reached at (613) 965-5555. Thank you for your time and considering my application for the position of Customer Service Coordinator.

Sincerely,

Bob M. Smieth