

November 25, 2016

Walmart #3652  
9251 Alderbridge Way,  
Richmond, BC

Attention: Human Resources Department

Dear Sir or Madam:

**Re: Department Manager**

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My name is Sarah Parry and I wish to apply for the position of Department Manager. I am currently in the fourth year of my Bachelor of Science Degree at the University of British Columbia. I have worked for Walmart throughout my degree and would be excited to pursue a career with Walmart after I graduate in May.

In terms of my work experience, you will see from my resume that my duties have included providing front counter service to clients, communicating with customers, visitors, and suppliers by telephone, in writing and in person. I have a calm and diplomatic manner when dealing with customers including dissatisfied customers. My references will confirm that my customer service approach is polite, efficient, and professional.

My past duties have also included accurately processing incoming mail and preparing work orders and invoices. I have also been responsible for ordering and receiving supplies. This required that I carefully inspect shipping documentation and identify and deal with any errors. I have gained experience in claims, receiving, electronics, and as a cashier for Walmart in the past.

Many of the skills I have gained from my scientific education will benefit me in the position advertised. Studying the sciences requires the application of logic and skills in solving problems and a focused and accurate approach to work. During my time at the University of British Columbia, I was the Vice President of the Physics Society and was responsible for organizing and supervising the provision of additional academic support to students. This involved scheduling tutoring sessions using a computerized booking system.

I was born in the United Kingdom, raised in Germany, and then moved to Canada when I was 13. Consequently, I am able to integrate well into new environments and enjoy meeting new people and facing new challenges. I consider myself very much a hands-on person who has a positive approach, a flexible attitude and someone who is always willing to lend a helping hand no matter what the task. I am very organized and I pay great attention to detail. I work well under pressure and work well in a front line and office environment.

I believe that my skills and experience could be very beneficial to your organization and I look forward to the opportunity of discussing my history with you further during interview. My contact information is available on my resume. Thank you for considering my application.

Yours truly,

Sarah Parry