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WHSmith.co.uk
Greenbridge Road
Swindon
SN3 3LD
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July 02, 2022

Vacancy: Sales Assistant

Dear WHSmith manager,

As an experienced cashier, the advertisement for Sales Assistant with WHSmith aroused my interest. When evaluating the job requirements and your site, I was excited to see that my qualifications and own qualities support your needs and purpose.

I bring a set of abilities that I believe will be valuable to WHSmith. In my cashier role experience, I honed my capabilities in cash handling and product recommendation, providing a solid foundation for the Sales Assistant position. My communication strength, negotiation and eagerness to help people have afforded me excellent customer service skills.

I am excited to contribute my strengths and proficiency in observation toward your team efforts. As a fair communicator with a proven track record in sales promotion support, my focus on building strong professional relationships has been an asset throughout my career. Please review my resume for a full collection of my work history and accomplishments. I would like to schedule an interview at your earliest availability. Thank you for your time and consideration.

Sincerely,

Ionela Fulga

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PROFILE

As a mature student, I worked part-time as a cashier in an international food store for a year. After that I worked as a sales consultant in a small jewellery store, where I additionally calm dealt with the customer service system and returns. Through these jobs I managed to gain practical experiences, such as communication and negotiation abilities with clients, the ability to work effectively in a team, attention to details, how to adapt more easily to the environment. I developed active listening and critical thinking. In general, I aim to further develop my potential in sales and advance further in real estate.

EDUCATION & QUALIFICATIONS

University of Wales Trinity Saint David - First Certificate Course name; Skills for The Workplace 2022
Where I'm currently studying

High School Mihai Viteazul - A Level Arts 2019
September 2016, till May 2019

WORK EXPERIENCE

Sales assistant | Cernucci Jul 2021 to Jul 2022

Men's jewelry online shop

- I did the arranging for new and old stock
- I coped with introducing the new products into the system
- I contributed to customer service. For instance, I helped customers who did not receive their products correctly or on time due to certain circumstances.
- I managed the returns products, and I did the replacements
- I easily memorized new and old products from receiving and at arranging stock.
- Flexibility, working overtime, on holidays, on days with many orders
- I handled the pressure of the holiday orders

Cashier | Europe Supermarket Dec 2020 to Jul 2021

A small shop with international goods.

- I successfully managed promoting new products and promotions to the clients, exceeding the target
- I succeed transactions with customers using cash or credit register

- Carefully realized the prices of the products in the system and on the shelves
- I handled the products returned by customers or helped them choose another alternative for the same amount
- I reduced errors with contactless payments
- I learned how to negotiate with customers by recommending the right products for their needs
- I managed to break my sales records every month, exceeding the target.

ADDITIONAL INFORMATION

Languages – English, Intermediate; Romanian, native speaker; Russian, intermediate

Technical skills

- Thanks to these experiences I expanded my knowledge about PC, data analysis, how to operate with the system

INTERESTS

I am passionate about group fitness and swimming. If in doubt, swim it out.
I deal with improving my English by attending evening classes,

REFERENCES

Diana Stoica | Cernucci, Team Leader