

[Today’s Date]

[341 Company Address]  
[Company City, State xxxxx]  
[(xxx) xxx-xxxx]  
[hiring.manager@gmail.com]

Dear [Mr./Mrs./Ms.] [Hiring Manager’s Name],

I want to submit my job application for the open position of Merchandising Assistant with your reputed firm posted in a job portal. I am well-organized, detail oriented, and professionally experienced in a similar role. I am adept at various tasks such as data entry activities, interacting with the stakeholders, etc., that are needed to excel in the role.

A few of my key responsibility areas are highlighted hereunder for your review:

* Enter the purchase details into the appropriate software.
* Track the late and upcoming orders.
* Collaborate with the internal stakeholders in order to resolve the supply and distribution issues.
* Communicate with the third-party vendors regarding purchase orders.
* Develop comprehensive reports for the review of the buyer.
* Manage the display setting of the products.
* Perform other administrative duties such as recording, filing, faxing, etc.

With my dedication to working in a fast-paced business environment and the ability to provide exceptional support to the merchandising team, I can be an asset to your company.

Thank you for appraising my candidacy for the job role. My resume will convey detailed information on my academic qualification and relevant work experience. I would appreciate an opportunity to have a detailed discussion about this position.

Best Regards,

[Your Name]

**Robert Smith**

**Merchandising Assistant**