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LUXURY WATCHES AND JEWELLERY AFTER-SALES ADMINISTRATOR

1 September 2017

Human Resources Department
Walter's Ltd.
87-135 Scarborough Road
Knightsbridge, London SW3 1RT

Dear Sir or Madam,

I am excited to submit my application for the position of Luxury Watches and Jewellery After-Sales Administrator. Having worked at Walter's in 2013 as a Christmas Temporary Sales Associate and in a permanent capacity since July of 2014 as a Sales Associate and Christmas Customer Service Manager, I appreciate the exceptional quality of service that Walter's provides for its high-profile clientele.

Having demonstrated my aptitudes in sales, teamwork, and customer service, I am confident that I can now meet the highest standard expected of a Walter's consultant. When I applied for the sales associate position, I was selected from a competitive group of applicants. I went on to earn guest shop scores of 94%, 98%, and 100%, and on several occasions, I have been the only one in the department to reach sales targets.

Further, I have endeavoured to improve upon my skills over the years by applying the lessons of seven in-house courses, which included three on inter-cultural awareness. Among their many benefits, these courses have taught me the importance of etiquette for clients with various cultural norms, allowing me comfortably to serve those whose heritage comes from other parts of the world.

Yet I strive to better myself and to achieve these goals always mindful that I am part of a team, that we must rely on each other to fulfil our own responsibilities, and that the ultimate measure of our success will always be a positive experience from the customer's perspective.

As part of a team, I contribute with poise and composure, etiquette and affability, critical reasoning, tenacity, and team-spiritedness. Throughout 10 years of administrative experience, these are qualities that I have endeavoured to develop, and I believe they are the reasons I would excel in the Luxury Watches and Jewellery After-Sales Department.

Thank you for considering this application. I look forward to your correspondence.

Sincere Regards,

Robert Westerson