**Sam Student**

 580.765.4321 / Smallville, OK / s.student@yahoo.com / www.linkedin.com/in/samstudent

June 24, 2022

Mr. Jones, Supervisor

Business Enterprises, Inc.

456 Entrepreneur Way

Duncan, OK 73533

Dear Mr. Jones:

In response to the ad featured in the Duncan Banner for the position of customer Success Associate, I am enclosing my resume for consideration of employment with your organization. After researching your company, I feel that I would be a valuable asset to your team.

I believe my education at Valley View High School and Red River Technology Center and the experience I have gained in my current position have prepared me to excel with Business Enterprises, Inc. I have experience with Microsoft Office and am very comfortable using the computer. I have also taken a marketing class while in high school. My training has provided the knowledge and confidence required to be successful in any job environment.

I am excited about the opportunity to make a valuable contribution to your company, and would like to discuss how I can put my qualifications to work for you. I will gladly make myself available at your convenience for an interview to discuss this possibility. Thank you for your time and consideration.

Sincerely,

Sam Student

Enclosure

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**Customer Success Associate**

Customer Relationship Building Problem Solving Excellent Communication Skills

Reliable, energetic and resourceful customer service professional with over 3 years of experience resolving customer complaints and cultivating relationships. Seeking to enhance the buying experience for customers at Business Enterprises.

**Work Experience
*Sales Associate, The Retail Store*** June 2019 – Present

* Maintain and restock inventory
* Provide excellent customer service
* Strategically plan ahead according to high traffic times of day
* Operate computerized register during high pressure, including credit cards and gift cards
* Received sales award 10/21 – exceeded personal quarterly goal by 10%

***Child Care***  2018 – 2021

* Provide child care for several local families after school, weekends and during school vacations as needed.

 **Education**

Red River Technology Center 2021 – 2022

 Business Technology Certification

Valley View High School, Somewhere, OK2018 – 2022

**Achievements**

* National Honor Society 2020 – 2022
* Academic Honor Roll 2018 – 2022

**Volunteer Experience**

* Valley View Student Council – Vice President 2021 – 2022
* Valley View Student Council – member 2018 – 2022
* United Way BBQ 2018

**Interests / Activities**

* Member of Valley View High School Tennis Team 2019 – 2022
* Soccer & Cross Country 2018 – 2020

**Skills / Abilities**

* Word, Excel
* Quickbooks
* G Suite

**Sam Student**

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**References**

Mrs. Becky Adams

Western High School

Counselor

234 Northeast Highway 33

Anywhere, OK 12345

(580) 987-4321, Extension 32

b.adams@whc.edu

Mr. Doug James

Red River Technology Center

Business Instructor

2002 Hwy 22

Anywhere, OK 12345

(580) 321-2345, Extension 11

s.james@yahoo.com

Mrs. Bonnie Smith

ABC Company

Customer Service Representative

123 A Street

Somewhere, OK 12345

(580) 123-9876

b.smith@icloud.com