

LeeAnn Schmidt
7808 Coventry Ct.
Evansville, IN 47715
September 10, 2014

Human Resources
Corporate Management Group, Inc.
12000 N. Washington St., Suite 290
Thornton CO 80241

Dear Recruiting Manager,

Please consider this letter my pursuit of an opportunity to speak with you regarding the Sr. Inventory Implementation Data Assistant position that was recently posted online at Indeed.com. This position falls in line with my previous experience as well as where I am hoping to take my career professionally.

I spent twelve years in retail, nine of which were in management, obviously my number one focus was sales and customer service. Interpersonal communication skills were essential. I perfected how to converse with the public, how to sell, and how to motivate employees. My records speak for themselves. I finished the 2008 year #1 in my district for increasing sales over previous year, exceeding set inventory score, secret shops, projected sales, and sales per transactions in addition to finishing in the top 10% of store managers, receiving the "Partners in Profit" award. I increased sales percentages by double digits in 2008 and again in 2009 and reduced inventory loss from a 4.38% to 0.44% in approximately four years.

The most recent two years I spent in production management, running the plant's stockroom and managing the inventory. My number one goal was reducing material cost. I was able to drop our material cost expenses from 27% to 21% and save the company close to a million dollars in just two years. Effectively communicating goals and objectives, creating a higher awareness of the cost impact, placing an emphasis on training, enforcing standard operating procedures, reducing paperwork errors, and improving vendor relations to better negotiate pricing are just a few measures I utilized to achieve such success. My intentions are to attain APICS certification and pursue a career that falls in line with my experiences from both industries, retail and production, specializing in inventory, procurement, and supply chain management.

I am certain a meeting with me will not be a waste of your time. I am best reached by email at laschmidt19@gmail.com but also available by phone at 812-454-9714. I look forward to hearing from you soon because we definitely have a lot to discuss. Thank you so much for your time and consideration.

Sincerely,

LeeAnn Schmidt
Cell 812-454-9714
laschmidt19@gmail.com

