

4187 Hearthside Dr. Apt 101  
Wilmington, NC 28412  
January 31,2000

Regional Recruiter  
GAP Inc.

Dear Regional Recruiter:

Please accept my application for Sales Manager with the Banana Republic or Old Navy division in the Atlanta, GA store locations. My degree in sociology has trained me to understand interpersonal and organizational dynamics of human resources. I have a global perspective of race and gender differences in values, perceptions, and interaction styles, which has instilled in me a high degree of intercultural awareness and sensitivity. As indicated in my resume, I am proficient at team building, conflict management and resolution, multi-tasking, delegation, and problem solving.

While working at Belks' I gained retail skills such as customer service, selling, merchandising, and service management. My integration of retail skills and knowledge of social behavior provides me with a unique working knowledge of business management.

In addition, my experience as a chairperson of UNCW's Association for Campus Entertainment provided me with the opportunity to plan and coordinate entertainment activities for the student population on campus. One of my duties was to supervise a committee of student volunteers, and train them in assisting with the execution of programs. This leadership experience has provided me with strong social skills. I also served as President of the University's choir containing over thirty members. I managed our musical staff, including interviewing, administration of salaries and wages, as well as negotiation of their contracts. I also coordinated practices, performances, public services activities, managed fundraisers, and developed and facilitated conflict management strategies.

I believe my experiences and training make me a strong candidate for the retail sales manager position. I will be in the Atlanta area on February 17 and 18. I would like to schedule a meeting, to discuss my qualifications and potential contribution to your organization. Thank you for your time and consideration.

Sincerely,

Erica Nixon