

VICTORIA INDIES

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February 16, 2009

The Book Place
P.O. Box 52555, Savannah
IQ 4323, Ginova

Via Email

Re.: Bookstore Manager, Ref # BP/MGR

Dear Sir or Madam;

I was delighted to read your advertisement in the Ginova Press seeking a Bookstore Manager. I am therefore responding with a copy of my resume that outlines my professional and educational background with special emphasis on those experiences and accomplishments that I believe address the needs and requirements for the Bookstore Manager, as outlined in your recruitment advertisement.

Yes, I am passionate about books – good ones, anyhow. My books are my treasures and I have them on myriad subjects meticulously categorised in my own private library. In fact, when I last married in 1993, I registered at Reader's Corner for our wedding gifts (sorry, The Book Place wasn't around yet). If it's a choice between a good book or an exquisite piece of Waterford crystal, I'm afraid the book will win hands down every time!

Additionally, as a polished administrator, with the required retail management experience, I am an effective communicator who relates well to people of all ages and nationalities. Having worked in a variety of commercial, voluntary, non-profit, and academic environments, I possess broad-based management experience in the areas of business and policy development, human resources, finance, administration, marketing, operations, inventory control, and customer relations.

I am a take-charge type of professional who genuinely enjoys the challenge of new experiences and to that end I have had the privilege of a diverse career. As the attached references will confirm, I am strategic in my thinking, creative in my problem solving, highly organised in my conduct, and approachable in my demeanour. And as for energy? Well, it is, so-to-speak, a natural resource, which I'll never run out of.

If you are seeking an enthusiastic professional who not only welcomes, but can transition smoothly into, *a new chapter in her career*; who is committed to undertaking high levels of responsibility; and who has a demonstrated ability to exercise independent judgement and initiative, I would be most interested in meeting with you to discuss your needs and the possibility of joining The Book Place as the Bookstore Manager.

Thanking you for your time and consideration, and hoping to hear from you, I remain,

Sincerely,

Victoria Indies
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