

Kayleigh A Valdez  
309 Dunes Pl SE apt 3

(505) 440-7187  
kvaldez2012@gmail.com

14-Oct-2019

Hiring Manager,  
XYZ

Dear Hiring Manager,

I am applying for this job position at your company. Based on the posted description, I am confident that I am fully qualified for the position and will be a strong addition to your team. I would appreciate a job interview at your earliest convenience.

I can be reached at the number above or at my email address.

Please find my resume attached

Sincerely,

## **Kayleigh A Valdez**

309 Dunes Pl SE apt 3

Phone: (505) 440-7187

Email: kvaldez2012@gmail.com

### **Objective**

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To seek challenging assignment and responsibility, with an opportunity for growth and career advancement as successful achievements.

### **Experience**

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**Target**                    **20-Mar-2016 to 3-Jan-2019**

**Team member**

Cash handling, inventory control, customer service representative.

**Century Link**                    **17-Sep-2015 to 8-Jan-2016**

**Sales representative**

Residential service, customer service, knowledge of roads, record track information.

**Ross Dress For Less**                    **12-Jul-2011 to 16-Sep-2015**

**Manager on duty**

Cashier, customer service, inventory control, scheduling employees, stocker.

### **Education**

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**Manzano high School - 11-May-2008**

GED

### **Skills**

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Cash handling, customer service, stocker, computer literate.

### **References**

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**Rachel**

**Employer**

Tel:5053409368

**Willie**

**Employer**

Tel:5058619358

**Samantha**

**Employer**

Tel:5052839369