

Kate Williams

607 Park Avenue Greenwood, MS 35524 662-554-9954 kcwilliams@email.net

Summary of Skills

Enjoys Working with Hands • Ability to Manage Others • Goal Oriented • Strong Computer Skills • Capable Leader • Team Player • Willing to Relocate • Enjoys New Challenges • Appreciation for the Arts

Education

20xx **Delta State University** **Cleveland, MS**
Bachelor of Education
Major: Fashion Merchandising Minor: Art
GPA 3.8

Experience

20xx-Present **Willow 166** **Cleveland, MS**
Associate Manager

- Design and construct window displays; increasing sales by 30 %
- Assist customers with purchases
- Select apparel and accessories for monthly advertisements
- Coordinate daily bookkeeping
- Conducted interviews for part time and seasonal employees

Spring 20xx **National Collegiate Designers Show** **Dallas, TX**
Presenter-All Cotton Eveningwear Category

- Designed and sewed evening gown to be presented for competition
- Constructed alterations to gown once model had been selected
- Placed 7th out of 26 entries
- Assisted designers to prepare for competitions in other categories

20xx-20xx **Clark Jewelry & Gifts** **Cleveland, MS**
Sales Associate

- Handled floor sales and assisted customers with purchases
- Implemented new gift registry providing on-line access of customer's gift list
- Developed special wedding sales promotions
- Assisted in selecting and ordering seasonal merchandise

20xx-20xx **Delta State University, School of Nursing** **Cleveland, MS**
Student Office Assistant

- Assisted Dean's secretary in daily office tasks
- Provided help to faculty to prepare for classroom lectures
- Designed spreadsheet to conduct student data

Honors and Activities

- Mississippi Association of Family and Consumer Sciences Scholarship
- Presidents List and Deans List
- Student Association of Family and Consumer Sciences
- Omicron Delta Kappa
- Career Ambassador
- Welfare to Work, Volunteer

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June 7, 20xx

Ms. Mary Simpson
Saks Fifth Avenue
2322 19th Avenue
Memphis, TN 38999

Dear Ms. Simpson:

I am pleased to enclose my resume for consideration of the Merchandise Buyer Associate position at Saks Fifth Avenue. I believe that I possess the knowledge, experience, skills and talent to make a significant contribution to the success of the company's mission, "_____."

I received my Bachelor of Education from Delta State University in May 20xx, and I plan to move to the Memphis area. In addition to studying such valuable courses as _____ and _____, I have gained experience while assisting to manage a local clothing store while attending college. I am looking for a chance to put my skills and knowledge to use within your company. This position at Saks Fifth Avenue would give me the opportunity to utilize my abilities.

I feel that the Merchandise Buyer Associate position at Saks Fifth Avenue mirrors my personal interests and abilities. I am excited about the possibility of joining the team and working closely with the company. To provide you with more information about my experiences and education, I have enclosed my resume. Thank you for your time and consideration.

Sincerely,

Kate Williams

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Enclosure

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607 Park Avenue Greenwood, MS 35524 662-554-9954 kcwilliams@email.net

Ms. Theresa Neal

Owner

Willow 166
Cleveland, MS 38733
662-846-2222
tcneal@nealandneal.com

Mr. Kevin Clark

Owner

Clark Jewelry and Gifts
Cleveland, MS 38733
662-844-5556
clark@email.net

Ms. Sally Rogers

Former Supervisor / Administrative Secretary, Office of the Dean

School of Nursing
Delta State University
Cleveland, MS 38733
662-846-4100
srogers@deltastate.edu

Dr. Jan Haynes

Academic Advisor / Chair, Family & Consumer Sciences

Delta State University
Cleveland, MS 38733
662-846-4322
jhaynes@deltastate.edu

***E-mail your resume to
careerservices@deltastate.edu
and we'll give it a free check-up!***

Fashion Merchandising Interview Questions

- What would motivate you to optimal performance?
- Can you tell me about a time at work when you faced a difficult situation and how you worked to resolve it?
- How would you measure the success of this position?
- Can you tell me about a time that you handled a very difficult customer situation, what happened and how did you resolve it?
- Have you ever had to use your creativity/ resourcefulness to solve a problem, what was the situation and how did you resolve it?
- What would you do if you suspected an employee was stealing?
- Are you the type of person for whom things never seem to fall through the cracks?
- How do you feel about making a difficult decision?
- What principles guide your conduct?
- What role do you believe relationships play in making a sale?
- What techniques do you use to develop a quick rapport with customers?
- How important is it for you to develop a strong rapport with your employees? Explain the reasons why?