Dear Hiring Manager:

I was interested to see your job posing of teaching English abroad and would like to learn more about this opportunity. I read about your company in my school newsletter and feel my problem solving skills would add value to your team. I recently earned my degree in Sociology from Georgia College and State University. As Sociology major, I have completed coursework that has provided insight into the behavior of people that has proven to be extremely useful to me in leadership and work settings. In pursuit of attaining my degree I took several courses that required me to understand different peoples and their cultures. My previous job experiences have given me the ability to work well under stress while multi tasking. Each situation required a new solution; I was able to solve problems effectively and promptly. I believe the combination of my work and education experiences make me an excellent candidate for this position. If you have any questions or need any more information you can contact me at 423-240-2280. Thank you for your time and consideration. I hope to have the opportunity to discuss the opening with you in person.

Sincerely,

Amber Locke

**Amber Locke**

86 Chickadee Drive

Ringgold GA, 30736

423-240-2280 (C)

locke.amber@gmail.com

**Objective**

To obtain a position teaching English to Korean students.

**Education**

Georgia College & State University - May 2009

Milledgeville, GA

Bachelors of Arts: Sociology

GPA 3.28

**Experience**

**Best Buy**

*Chattanooga TN- Customer Service Specialist May 2009 – Present*

* Provide outstanding customer service in fast-paced environment
* Assist customers with extended warranty questions
* Restock product and inventory product within the store
* Assist supervisor in correct tally of all monies and enter into Excel spreadsheets
* Responsible for the Best Buy rewards program

*Warner Robbins GA- Inventory Specialist October 2008 – May 2009*

* Assist customers in finding products
* Used problem solving and time management skills to balance multiple tasks
* Work with customers to answer questions about all different types of products
* Organized and priced products for the store
* Utilized computer systems to order product for customers
* Inventory all CD’s, DVD’s, Games by product type

**The Pantry**

*Chickamauga GA- Sales Associate June 2005 – July 2007*

* Assist supervisor in correct tally of all monies
* Restock and inventory product within the store
* Utilized Excel to enter numbers for Georgia Lottery tickets and sales
* Assist customers purchases of product (i.e. Gas, Food, Drinks)
* Responsible to insure customers were of age for specific products
* Entered data into company computer system for correct inventory

**Rock City Gardens**

*Lookout Mountain GA- Sales Associate April 2003 – May 2005*

* Assist supervisor in correct tally of all monies
* Restock inventory in multiple stock within the Rock City complex
* Assisted with inventory audits
* Assisted customers with tours within the Rock City complex
* Organized and priced product for the stores

Software Programs: Adobe

Microsoft Office Suites: Word, Excel, Power Point, Internet Explorer, Outlook