[Today’s Date]

[341 Company Address]
[Company City, State xxxxx]
[(xxx) xxx-xxxx]
[hiring.manager@gmail.com]

Dear [Mr./Mrs./Ms.] [Hiring Manager’s Name],

With 5+ years of experience in overseeing the Procurement process for ABC Group, I wanted to recommend you for the role of your next Procurement Officer through this job application. I tend to monitor the firm's supply levels using robust tracking software and understand the order and supply requirements. I am responsible for devising new procurement procedures.

Below is the highlight of my day-to-day job responsibilities to help you scale my job worthiness:

* Meet with the prospective suppliers.
* Perform a comparative analysis of the quotations.
* Negotiate over the procurement price and conditions of the agreements.
* Track the shipment of the orders.
* Test the quality of the ordered products.
* Maintain the database and update it.
* Develop procurement reports.
* Carry out other responsibilities.

While performing the above tasks, I have finely honed my substantial knowledge of the latest procurement developments and better understand supply chain management software. I possess superior leadership and communication skills to manage the procurement department of your firm.

Thank you for taking out your time to review my job-specific expertise. I have enclosed my resume and this letter to supplement more information about my academic and career background. I look forward to meeting you in person at your earliest convenience to discuss my job qualifications.

Best Regards,

[Your Name]

 **Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com**

**Robert Smith**

**Procurement Officer**