**Robert Smith**

**Purchase Manager**

**1737 Marshville Road, Alabama, (123)-456-7899, info@qwikresume.com www.qwikresume.com**

[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 more than 10+ years of experience in overseeing the purchasing process for \*\*\*, I wanted to recommend myself for the role of your next Purchasing Manager through this job application. I excel at monitoring the organization’s supply levels using robust tracking systems and have a strong understanding of LIFO and FIFO systems. I am experienced in devising and implementing new purchasing processes and procedures to suit the budget and requirements of my employer. Below is a brief summary of my day-to-day responsibilities and accomplishments to date that can help you scale my job worthiness –

* Strong background in developing and implementing sourcing and procurement solutions while concentrating on cost reductions
* Streamlined operations for major corporations \*\*\*\* and \*\*\*\* and enabled both domestic and global reach
* Highly adept at analyzing, identifying, and balancing gaps and developing supply chain techniques that meet corporate objectives
* The ability to generate superior results and my past capacity at \*\*\* wherein I generated $1M in cost savings through negotiation of VMI is solid proof of that
* Strong networking skills with key suppliers, and vendors that can reduce any inventory risk exposure
* Designed various tools such as (your Accomplishments) to facilitate best value partnership with vendors and suppliers
* Specialized and experienced in contract management, and logistics, with a strong knowledge of global manufacturing operations
* Earned bachelor’s degree in Supply chain management, along with CPM and Certified Professional in Supply Management

With my ability to oversee and control multi-million-dollar projects, to leading cross-functional teams, and provide insight to key suppliers, I assure you that I can excel in every aspect of supply chain management. For an elaborate presentation of my background and expertise, please review my enclosed resume. In the meanwhile, I appreciate the opportunity to meet you in person at your earliest convenience. Thank you for your time and consideration.

Sincerely,

[Your Name]