

Purchasing Associate Cover Letter

87736 Walter Wells West Sherita, CO 18564

Dear Shiloh Lesch,

I would like to submit my application for the purchasing associate opening. Please accept this letter and the attached resume.

In the previous role, I was responsible for training and guidance to other purchasing personnel regarding all aspects of formation and administration and closeout of purchasing forms, procedures, and buying goods.

Please consider my qualifications and experience:

- Experience in purchasing, procurement, order entry, customer service or logistics
- English (C1) for the UK market or German (C1) for German market
- Fluent Italian (C1) for Italian market or Spanish (C1) for Spanish market
- Computer literate with working knowledge of Microsoft toolset and experience with eProcurement and ERP systems
- Role model to subordinates and other groups for continuous improvement and ethical leadership
- Strong computer experience with Microsoft Office products and Internet based software
- Self-direction and quality decision making
- Excellent communication and organizational skills, both verbal and written

Thank you in advance for reviewing my candidacy for this position.

Sincerely,

Reese Langosh