

# Purchasing Associate Cover Letter

9523 Mirian FordsBodestad, MD 83309-4417

**Dear Zion MacGyver,**

Please consider me for the purchasing associate opportunity. I am including my resume that lists my qualifications and experience.

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

My experience is an excellent fit for the list of requirements in this job:

- Knowledge and passion for quality customer service, resolving complex situations/problems, applying good business judgment, and responding promptly to customer needs
- Fluent Hungarian (strong B2/C1)
- Analyze supplier price increase submittals and net against rebates for total impact to the division
- Able to work in a fast-paced, self-directed environment
- Prior experience with purchasing and accounting support mandatory
- Knowledge of purchasing systems, , SAP, Ariba, contract management and e-sourcing tools
- Understanding of the basics of supply chain management, including inventory management, manufacturing resources planning (MRP), demand planning, and capacity management, to get the right materials to the right place, at the right time
- Champions actions to exceed current and future internal/external customer needs

**Thank you for your time and consideration.**

Sincerely,

Justice Rau