

# Purchasing Associate Cover Letter

6865 Feil Isle Elyseport, AZ 93695-1146

**Dear Onyx Willms,**

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

In the previous role, I was responsible for education to buyers regarding purchasing agreements sourced through Group Purchasing Organization, SSM Corporate or SSM Central Region to ensure contract compliance.

Please consider my experience and qualifications for this position:

- Knowledge and use of procurement/financial systems preferred
- Experience working with Group Purchasing Organizations (GPOs) preferred
- Knowledgeable of ethical, cost effective and prudent buying concepts preferred
- Experience with typical office equipment (e.g., fax machine, ten key calculator, multi-line telephone) preferred
- Knowledge of UCD financial system verified by attainment of certified KFS status
- Basic understanding of purchasing and invoice system
- Provide customer support for end users, address root cause, and escalate as needed for resolution
- Address ad hoc requirements

**Thank you for taking your time to review my application.**

Sincerely,

Phoenix Johnston