

# Purchasing Associate Cover Letter

83387 Labadie Knoll Gibsonville, IA 08828

**Dear Dylan Bechtelar,**

I submit this application to express my sincere interest in the purchasing associate position.

In the previous role, I was responsible for education to Buyers and Purchasing Assistants 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:

- Office environment or office environment on production floor
- Perform under tight deadlines with a sense of urgency
- Comfortable presenting system training to large audiences and leading meetings
- Proficiency with MS Office suite – with a strong emphasis on Excel
- Computer skills including Microsoft Office, Microsoft Excel and Microsoft Word
- SAP (Systems Applications and Products) Experience Preferred
- General Business Understanding with Purchasing and Customer service experience
- Data and Order entry experience

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

Sincerely,

Sutton Stracke