

# Purchasing Associate Cover Letter

519 Norbert Ranch Prohaska fort, MA 46012-3169

**Dear Charlie Christiansen,**

I am excited to be applying for the position of purchasing associate. Please accept this letter and the attached resume as my interest in this position.

Previously, I was responsible for strategies and procedures for process improvement and develops and maintains written documentation of accounting, purchasing, and fiscal reporting processes.

I reviewed the requirements of the job opening and I believe my candidacy is an excellent fit for this position. Some of the key requirements that I have extensive experience with include:

- Verbal and written communication and social skills
- Proven track record for commitment and ownership
- Detail oriented, self-motivated, analytical, accurate and results oriented
- Excellent organizational skills, experienced and proficient use of MS Office, specifically Excel spreadsheets
- Intermediate Microsoft Office knowledge (Excel, Word, PowerPoint)
- Reciprocal with a positive energy and attitude
- Costa Rica work permit
- Prior office experience in a hospital setting is preferred

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

Sincerely,

Quinn Tremblay