

Purchasing Associate Cover Letter

565 Hannah ViewsBarbrachester, KY 76522

Dear Avery Gulgowski,

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

In my previous role, I was responsible for continued support for any new purchasing support personnel including new buyers on the various computer systems and purchasing procedures.

Please consider my qualifications and experience:

- Coordinate testing phases across markets/factories
- Knowledge of company products and our raw materials is strongly preferred
- Knowledge of purchasing methodologies, principles, theories process and practices
- Regular sitting for extend period of time
- Should have experience in Ariba
- Advanced Microsoft Office knowledge (Excel, Word, PowerPoint) and Visio skills
- Experience in processing requisitions to purchase orders, change order processing, blocked invoice administration and a demonstrated knowledge of requisition-to-payment processes
- Demonstrated knowledge of financial and office software (Microsoft Office Products, Ariba, SAP and JD Edwards is preferred)

I really appreciate you taking the time to review my application for the position of purchasing associate.

Sincerely,

Charlie Wiegand