

# Vendor Relationship Manager Cover Letter

19917 Francis StreetsDallasburgh, MT 92608

**Dear Rowan Dicki,**

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

In the previous role, I was responsible for support to the organization in the development of requirements for the ongoing reporting of business and operational performance including key performance indicators;.

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:

- Strong interpersonal and communication skills (both oral and written) with a customer service orientation, in a matrixed organization with demonstrated competency to effectively interact at all levels across the organization and build successful relationships
- Comfortable working in a newer fast-paced organization with vague directions while leading efforts to define the ambiguity
- Thorough understanding of software development lifecycle from conception to delivery with a relentless focus on customer value, security, operational support, and business regulations
- Demonstrated experience working with key stakeholders to thoroughly understand technical requirements and to support the delivery of high value products or solutions
- Expert in new technology evaluation, product and vendor evaluation, contract negotiation, and procurement management
- Competent in handling software licensing process
- Strong business acumen and business landscape
- Proven track record in building high levels of trust with stakeholders through high levels of integrity and outcome excellence

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

