

Vendor Relationship Manager Cover Letter

5715 Romaguera Curve
Port Joaquina, ND 01214

Dear Corey Klocko,

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 key support and leadership to the business on tender activities in conjunction with key business support areas of Procurement and Legal.

My experience is an excellent fit for the list of requirements in this job:

- Develop and communicate a strategy to leadership, for establishing regular email communication with our broker and appraiser networks
- Work with our Vendor Management Organization to implement a weekly LinkedIn appraiser recognition program for top performers
- Experience with Voluntary Products (Critical Illness, Hospital Indemnity or Accident), with a background in Voluntary Product administration preferred
- Works closely with GSD, Supplier Governance and partners to understand measurable performance of the supplier and provide guidance in taking appropriate-level corrective action
- Manages global outsourcing multidisciplinary qualification teams to select, inspect, and qualify CROs
- Utilize data provided by Resource Management and discipline lines to effectively identify and place nonclinical studies
- Acts as a Vendor Relationship Manager to
- Minimum of Bachelors level education in toxicology, allied science, or business-based discipline

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

Sincerely,

Jordan Kihn