

Buying Cover Letter

604 Schmeler PlazaConnetown, IL 49289

Dear Peyton Sipes,

I would like to submit my application for the buying opening. Please accept this letter and the attached resume.

In my previous role, I was responsible for scheduling and calendar management and basic correspondence services to the team/department or manager.

Please consider my qualifications and experience:

- Stock & Delivery Report
- Best Sellers Report
- Weekly general feedback report for Managers Meeting
- Experience of Tactical purchasing, including processes, ways of working, documentation and compliance requirements would be beneficial
- Language and cultural skills for the markets supported
- Strong delivery and analytical skills
- Solution oriented approach to change challenges
- Review Purchase Authorization and backup and issue all purchase orders, and assist in developing contract terminology for VWoA contractual major dollar commitments

Thank you for your time and consideration.

Sincerely,

Quinn Auer