

# Procurement Support Cover Letter

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**Dear Emerson Marquardt,**

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

In my previous role, I was responsible for education and guidance to business units regarding the value of adopting and complying with sourcing policies, procedures, tools and processes.

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

- Analyzing stakeholder requirements
- High proficiency (speaking, reading and writing) in English and Polish
- Experience in Purchasing or related field preferred
- Natural drive to always seek potential improvements in our own operations
- Prior experience in Supplier data management is desirable
- Preferably experience in an international / multi-country / matrix environment
- Can exert influence without formal authority across the business in a complex matrix organization
- Can-do mentality, pragmatic, drives for excellent results

**I really appreciate you taking the time to review my application for the position of procurement support.**

Sincerely,

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