

Procurement Support Cover Letter

22443 Morissette Squares Fernandoside, VT 12497

Dear Morgan Swift,

I submit this application to express my sincere interest in the procurement support position.

Previously, I was responsible for troubleshooting support for Jacobs product line to ensure that proper repair procedures and warranty coverage policies are being followed.

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:

- Monitors market trends, price increases, and evaluates vendor performance
- Prepares tendering process protocols, vendor communications, reports, presentations, and detailed spread sheet analysis to conclude a contract
- Negotiates effective solutions by knowing when to compromise and by winning concessions
- Manages change initiatives that support the business' strategy
- Removes barriers to achieve greater performance
- Balances the interests of own area with the interests of the department
- Is open to and encourages others to collaborate across boundaries
- Effectively manages resources to capitalize on business opportunities

Thank you for your time and consideration.

Sincerely,

Phoenix Shanahan