

Procurement Support Cover Letter

6746 Toney Drive East Preston, MT 32944

Dear Armani Schmeler,

In response to your job posting for procurement support, I am including this letter and my resume for your review.

In my previous role, I was responsible for feedback to leadership on the implication of policies, procedures and programs being formulated and recommends specific action.

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

- Able to articulate, advocate and work effectively at a senior level to build relationships, develop support, and advance the activities within the company
- Engages with the Business using Business Language (commercially focused, no jargon)
- Knowledge of CRM systems helpful
- Experience in a support center environment specifically in a university setting is also helpful
- Demonstrated knowledge and experience with contracting, bidding, and procurement principles within the daily operations of a procurement office of a complex organization
- Demonstrated knowledge and experience in managing support services operations
- Working knowledge of risk assessment and insurance regulations
- Highly proficient in Microsoft Office (Word, Excel, Outlook) and Adobe

Thank you for taking your time to review my application.

Sincerely,

Sutton Sporer