

Procurement Support Cover Letter

358 Thiel ViaPort Mireille, NM 28756-2164

Dear Zion Langworth,

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 training to company personnel on departmental purchasing policies, procedures, and systems as needed.

Please consider my experience and qualifications for this position:

- Strong focus on the customer, both internal and external
- Cultural knowledge and understanding in the respective area
- Strong contracting skills both in food and non food commodities
- Knowledge of Fidelio Materials Control or E-Procurement Platform would be an advantage
- Basic knowledge of Finance, in particular Accounts Payable
- Minimum of 6 to 12 months previous Ariba suite experience preferred
- Minimum of 6 to 12 months of banking experience preferred
- Familiar with Ariba spend management suite/solutions

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

Sincerely,

Lennon Gleason