Your Name

1234 A Street

City, WA 12345

123-456-7890

yourname@gmail.com

Date of Letter

Joe Hirer, Manager

Acme Supplies

987 Another Street

That City, WA 98765

Dear Mr. Hirer,

I am writing to express my interest in the Purchasing Coordinator position available with Acme Supplies that is currently advertised on Indeed. I am confident that my purchasing experience and commitment to improvement make me an excellent candidate for this position.

As my resume will show, I have five years of purchasing experience and advanced training in Quickbooks. In my previous position as a buyer I was praised for my ability to drive a hard bargain. In two years there I reduced spending by 5% while maintaining the same inventory. In the same position I gained valuable experience maintaining accurate fiscal records. In my team of 8 buyers, my records were consistently the most accurate and current. I am a driven and ambitious go-getter, gaining advanced certification with Quickbooks and expanding my skills through voluntary customer service training.

Thank you for your time in reviewing my attached resume. If you have any difficulty opening the file please let me know. I would be available to meet with you at any time to discuss this position in more detail and can be reached at the above phone number or email address. It would be an honor to work for Acme Supplies whose ambitious expansion goals match my own work ethic.

Sincerely,

(Sign your name here if sending a paper copy)

Your Name