

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

Cover Letter Tips:

Just like a resume, a great cover letter starts with a careful reading of the job description. Cover letters should be tailored to each job and reflect the qualifications and exact language of the job ad.

If you are applying for a job by e-mailing a resume and a cover letter was not required, you should treat the body of the e-mail as a short cover letter.

Cover letters should still highlight the required qualifications, but they should provide information that is not included in the resume. They should not just be a repetition of all of the information from the resume.

It may feel old-fashioned, but cover letters should begin with Dear _____. When possible you should address it to the name of the manager, hiring manager, or supervisor for the position.

At the end of a cover letter always thank the recipient for their time/consideration. If including any attachments, point that out and offer assistance if they have trouble opening them. Highlight the best way to reach you.