

## Sample 2

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August 3, 2020

Anita Bloor  
Human Resources Manager  
Infinite Transportations,  
35 Airfleet Drive,  
Mississauga, ON L4T 1Y2

### RE: Application for the position of Procurement Specialist

Dear Anita Bloor,

I came across the **Procurement Specialist** position on your website and I am certain I will be a strong fit to your team. With over 5 years of experience working with multicultural organizations, I have developed and honed skills critical to your team and the organization including budgeting, quotation analysis, negotiation, detail-orientation and effect conflict-resolution.

Highlights from my background that demonstrate the attributes and experience I bring to the table include:

- **Procurement & Inventory Operations:** I have successfully handled large volumes of orders and purchases and in a high paced and dynamic environment as well as managed on time replenishment of stock and delivery of services to ensure smooth and continuous operations.
- **Vendor Management:** Using my strong communication and organization skills I've built strong and lasting business relationships with vendors and coordinated end to end integration of suppliers worth \$300 million.
- **Negotiation Skills:** I have negotiated effectively to obtain best prices and terms and conditions for order delivery while monitoring suppliers to achieve procurement targets in price delivery and quality.

I would love to work in an organization that is committed to serving society. I understand that Infinite Transportations aims to provide large shipment solutions through ethical and sustainable practices. As a Procurement Specialist with Infinite Transportations, I will be able to put my skills to the best use and contribute towards achieving the organizational goals.

I would be happy to further discuss how my skills and experience make me the right candidate for the position in an interview. I am available at your time and convenience. Thank you for considering my application.

Sincerely,

**Sample 2**

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