

[Your Name]
[Your Address]
[Your Phone Number]
[Your Email]

[Date]

[Hiring Manager Name]
[Title]
[Company Name]
[Company Address]

Dear [Mr./Ms./Mx. Hiring Manager Last Name],

I am writing to express my interest in the Procurement Specialist position at [Company Name], which was brought to my attention by [Name of Referring Individual], [Their Title] at your organization. Having collaborated with [Name] previously, they suggested that my background in strategic sourcing and supply chain optimization would be a strong fit for your current team goals.

With [Number] years of experience in procurement, I have developed a robust skill set in vendor negotiation, contract management, and cost-reduction strategies. At my current role with [Current/Previous Employer], I successfully managed a portfolio of [Dollar Amount] and implemented a new [Software/Process] that improved procurement efficiency by [Percentage]. I am confident in my ability to leverage these skills to enhance [Company Name]'s bottom line and operational workflows.

I am particularly drawn to [Company Name] because of your reputation for [specific company achievement or value]. My expertise in identifying high-quality suppliers while maintaining strict budgetary compliance aligns directly with the requirements outlined in the job description.

I have attached my resume for your review and look forward to the possibility of discussing how my experience in the [Industry] sector can contribute to the continued success of your procurement department.

Thank you for your time and consideration.

Sincerely,

[Your Signature]

[Your Printed Name]