

[Your Full Name]

[Your Phone Number]

[Your Email Address]

[Date]

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[Hiring Manager Name]

[Company Name]

[Company Address]

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Dear [Hiring Manager Name],

I am writing to express my interest in the Purchasing Manager position at [Company Name]. I was encouraged to apply for this role by [Referral Name], who currently works as a [Referral's Job Title] within your organization and spoke highly of your procurement department's direction.

With [Number] years of experience in supply chain management and strategic sourcing, I have a proven track record of optimizing vendor relationships and reducing operational costs. In my current role at [Current/Previous Company], I successfully implemented [Specific Achievement/System] which resulted in a [Percentage/Dollar Amount] saving over the fiscal year.

My expertise aligns with the goals [Referral Name] mentioned regarding your upcoming [Specific Project or Initiative]. I am confident that my background in contract negotiation, global logistics, and inventory management will allow me to contribute effectively to [Company Name]'s bottom line.

I have attached my resume for your review and look forward to the possibility of discussing how my experience can benefit your team.

Thank you for your time and consideration.

Sincerely,

[Your Signature]

[Your Typed Name]

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