

[Your Full Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]
[LinkedIn Profile URL]

[Date]

[Hiring Manager Name]
[Title]
[Company Name]
[Company Address]
[City, State, Zip Code]

RE: STRATEGIC SOURCING MANAGER APPLICATION - [JOB REFERENCE NUMBER]

Dear [Hiring Manager Name],

I am writing to express my strong interest in the Strategic Sourcing Manager position at [Company Name], as advertised on [Platform where you found the job]. With [Number] years of experience in global procurement, vendor management, and category strategy, I have a proven track record of driving significant cost savings and optimizing supply chain efficiencies.

In my previous role at [Current/Previous Company], I successfully managed a spend portfolio of \$[Amount], where I implemented a new sourcing framework that resulted in a [Percentage]% reduction in total cost of ownership. My expertise lies in conducting rigorous market analysis, negotiating complex high-value contracts, and fostering long-term supplier partnerships that align with corporate sustainability and quality goals.

My core competencies include:

- **Category Management:** Developing and executing multi-year strategies for [Specific Categories].
- **Contract Negotiation:** Securing favorable terms, SLAs, and mitigating risk across global vendor bases.
- **Process Improvement:** Leveraging [Software/ERP, e.g., SAP, Oracle] to streamline procurement workflows and data visibility.
- **Stakeholder Collaboration:** Partnering with cross-functional teams in Finance, Engineering, and Operations to ensure requirements are met.

I am particularly drawn to [Company Name] because of your reputation for [Specific Company Value or Recent Achievement]. I am confident that my analytical approach and strategic mindset will allow me to contribute immediately to your procurement objectives.

Thank you for your time and consideration. I look forward to the possibility of discussing how my background in strategic sourcing can benefit [Company Name].

Sincerely,

[Your Full Name]