

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

[Date]

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

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

I am writing to express my interest in the Junior Internal Procurement Specialist position at [Company Name], as advertised on [Where You Saw the Ad]. With a strong foundation in [Your Major or Field of Study] and a keen interest in supply chain optimization, I am eager to contribute to your internal procurement operations.

During my [Previous Internship/Experience/Academic Project], I developed a thorough understanding of procurement cycles, including vendor evaluation, requisition processing, and inventory management. I am particularly adept at [Skill 1, e.g., data analysis or contract review], which allowed me to [Specific Achievement, e.g., reduce departmental lead times by 10%]. My approach focuses on maintaining cost-efficiency while ensuring that internal stakeholders receive the resources necessary for seamless business operations.

I am drawn to [Company Name] because of your reputation for [Specific Company Value or Recent Achievement]. I am confident that my technical proficiency in [Specific Software, e.g., SAP, ERP, or Excel] and my commitment to ethical sourcing align with the high standards of your procurement team.

I would appreciate the opportunity to discuss how my proactive approach and attention to detail can support [Company Name]'s internal supply chain goals. Thank you for your time and consideration.

Sincerely,

[Your Signature (if sending by mail)]

[Your Full Name]