

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

[Date]

[Hiring Manager Name]
[Title]
[Department Name]
[Company Name]

Dear [Hiring Manager Name],

I am writing to formally express my interest in the **Internal Procurement Specialist** position at [Company Name]. With a proven track record in strategic sourcing, vendor management, and internal process optimization, I am confident in my ability to enhance [Company Name]'s procurement operations and contribute to significant cost savings.

In my previous role at [Current/Previous Company], I successfully managed a diverse portfolio of internal stakeholders and external suppliers. My core competencies include:

- **Strategic Sourcing:** Identifying and vetting high-quality suppliers to ensure consistent delivery of goods and services.
- **Contract Negotiation:** Securing favorable terms and pricing while maintaining long-term vendor partnerships.
- **Compliance & Oversight:** Ensuring all internal purchasing activities align with corporate governance and budgetary constraints.
- **ERP Proficiency:** Utilizing [Software Name, e.g., SAP/Oracle] to streamline requisition-to-pay workflows.

I am particularly drawn to this opportunity at [Company Name] because of your reputation for [mention a specific company achievement or value]. I am eager to apply my analytical skills and negotiation expertise to support your department's goals for the upcoming fiscal year.

Attached is my resume for your review. I look forward to the possibility of discussing how my experience in internal procurement can benefit your team. Thank you for your time and consideration.

Sincerely,

[Your Name]