

**[Your Full Name]**

[Your Address Line 1]

[City, State, Zip Code]

[Phone Number] | [Email Address]

[LinkedIn Profile URL]

[Date]

[Hiring Manager Name]

[Company Name]

[Company Address Line 1]

[City, State, Zip Code]

Dear [Hiring Manager Name/Hiring Committee],

I am writing to express my strong interest in the Strategic Sourcing Manager position at [Company Name], as advertised on [Platform/Company Website]. With over [Number] years of experience in global procurement, category management, and end-to-end supply chain optimization, I am confident in my ability to drive cost efficiencies and value for your organization.

In my current role at [Current/Previous Company], I lead strategic sourcing initiatives across [Categories, e.g., Indirect Spend/Raw Materials/IT Services]. My accomplishments include:

- Executing a comprehensive sourcing strategy that resulted in a [Percentage]% reduction in annual spend.
- Negotiating high-value contracts with key suppliers, securing favorable terms and improving [Service Level Agreements/Lead Times].
- Implementing a robust supplier relationship management (SRM) framework to mitigate risks and foster innovation.
- Collaborating with cross-functional stakeholders in Finance, Legal, and Operations to align procurement goals with corporate objectives.

What draws me to [Company Name] is your reputation for [specific company attribute, e.g., sustainable practices/technological innovation]. I am particularly impressed by your recent [mention a specific company project or news]. I am eager to apply my expertise in [mention a specific skill, e.g., Total Cost of Ownership analysis or E-Sourcing tools] to help [Company Name] streamline its supply chain and enhance its competitive advantage.

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

Sincerely,

[Your Name]