

Dear Hiring Manager,

Thank you for taking the time to review my resume. I'm confident I will be a good fit for the open buyer position, not only because of my extensive purchasing background, but because of my desire and motivation to be a helpful and reliable part of any team I join. I am a quick learner on subjects with which I'm not familiar and firmly believe in asking questions while providing my input for answers rather than simply stating, "I don't know what to do".

I believe my past experience will translate well into this position, because in all of my buying roles I've done the following:

- Managed the bid process for vendors I oversaw.
- Maintained and managed qualification documentation for all vendors, which passed extensive aerospace and medical audits for completeness and accuracy.
- Pulled, maintained and reported key process indicator metrics in executive meetings, as well as in audits.

I am a forward thinking individual who always looks for process improvement and wants to improve efficiency in all areas, regardless of my employment level at a company; manager or otherwise. I believe that the overall purchasing and business knowledge I've obtained throughout the years will greatly contribute to my success in a new purchasing role and industry.

I moved to Washington early July to be closer to family and I'm looking for both a challenge and a great place to work. I'm excited for the opportunity to step into a new industry where I can bring my current skills and talents to the table.

I would, of course, love to schedule a time for us to discuss this role and my experience, and I truly want to thank you for considering me.

All the best,  
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