

7/17/2020

Dear Braun Northwest Hiring Manager:

I am interested in your buyer job posting and would like to be considered for this employment opportunity.

I have prior experience in a purchasing setting. From processing orders to verifying the condition of items received and payment processing. I have 4 years of accumulated knowledge in creating purchase orders, requisitions and contacting vendors about discrepancies. In prior roles, I was required to monitor inventory levels to ensure we were never behind schedule. Building great relationships between vendors and customers help with making sure jobs were completed on time.

I feel that my accumulated background in purchasing would be a great asset to your business.

Thank you for your time and consideration. I hope to have the opportunity to discuss this opening with you in person.

Sincerely

Nikita Roe