

02/05/2021

Dear Braun Northwest Hiring Manager:

I am very interested in your buyer position and would like to be considered for this employment opportunity. Over the years I have had the ability to learn and grow in various purchasing roles. I have taken the initiative to earn certificates in the following areas: Accounts Payable & Receivable; Human Resources Generalist; Accounting Generalist for better understanding of GAAP.

In previous jobs I would handle processing new orders, order follow up, receiving products, verifying contents of shipments, cost tracking, vendor shopping and maintaining budgets for projects. Making sure customers both internal and external were handled with the utmost care. All transactions small or large had proper supporting documentation to verify cost break downs and discounts. I have over 2 years of accumulated knowledge in a variety of purchasing styles and am able to quickly adapt from industry to industry. During previous purchasing positions I would oversee the job to the end. It was always so neat to see what a project looked like when completed.

I feel that my accumulated background in purchasing would be a great asset to this role.

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

Sincerely,

Nikita Roe