**Julie Andrews  
Procurement Coordinator**

123 Your Street, Your City, ST 12345, (123) 456-7890, email@maxresumes.comhorizontal line

4th September 20XX

Dear [Hiring Manager],

I am writing to apply for the role of Procurement Coordinator at [Company Name]. As a customer service- oriented and detail- oriented professional with six years of experience in procurement and vendor management, I believe I am uniquely qualified for this position.

In my current role as a Procurement Coordinator at [Company Name], I have been successful in overseeing the procurement process and ensuring that orders are fulfilled on time and according to the customer’s specifications. I have extensive experience in negotiating prices with vendors, managing supplier relationships and tracking orders. I am also well- versed in reviewing and analyzing supplier contracts, and assuring compliance with company policies and procedures.

Furthermore, I am very organized and capable of multitasking. I am confident that I possess the necessary skill set to effectively manage the procurement process for [Company Name]. Additionally, I have great communication and interpersonal skills, and I am able to work collaboratively with diverse teams.

I am confident that I am the ideal candidate for this position, and look forward to hearing from you. Please feel free to contact me if you need any additional information regarding my qualifications.

Thank you for your time and consideration.

Sincerely,

**Your Name**

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