**Julia Shopper**

[Street Address], New York, NY 55900

Home: (555) 555-5555 email: [Email Address] Cell: (999) 777-5555

**Today’s date**

Mr. Buck Stagman

ABC Retail Chain

Street Address, City, State, Zip

**Re: Purchasing Manager Position**

Dear Mr. Stagman,

I discovered your job posting in this week’s edition of the Roaring Retailer and am interested in applying for the position of purchasing manager.

As I’ve written in my enclosed resume, I have twelve years of profitable experience working as a senior purchasing manager. I enjoy a challenge and the opportunity to maximize revenues for the company I work for.

Some of my job highlights over the past few years include:

* Selecting the optimum vendors for the company’s needs
* Discovering global suppliers at significantly lower costs
* Finding reasonably priced substitutes of raw materials of equal or better quality than the original raw materials
* Synchronizing the team members and supply chain
* Bargaining with vendors and suppliers to obtain most favorable prices

I would like if we could arrange an in-person interview to discuss the position further and answer any questions you might have.

Please feel free to contact me at 999-777-5555 or at [your email address] so we can set up a mutually convenient time.

Cordially yours,

Julia Shopper

**Enclosure - Resume**