

# Jordan Taylor

January 16, 2026

Acme Corporation  
RE: Entry Level Buyer

Dear Hiring Manager,

I am excited to apply for the Entry Level Buyer position at Acme Corporation, as advertised on LinkedIn. With a strong foundation in supply chain management and a keen interest in procurement, I am eager to contribute to your team's success and support your goal of delivering high-quality products to customers. Acme Corporation's commitment to innovation and sustainability resonates with my values, and I am enthusiastic about the opportunity to be a part of such a forward-thinking company.

During my internship at XYZ Supply Co., I successfully managed vendor relationships, which resulted in a 15% reduction in material costs for our project line. By analyzing market trends and negotiating contracts, I was able to identify cost-saving opportunities that directly benefited our bottom line. Furthermore, my coursework in inventory management has equipped me with the skills to efficiently track and manage stock levels, ensuring that we meet demand without incurring excess costs. I am confident that my analytical skills and attention to detail will allow me to excel in the Entry Level Buyer role at Acme Corporation.

I am particularly impressed by Acme Corporation's initiatives in procuring sustainable materials. I would love the opportunity to leverage my background in sustainability-focused projects during my time at university, where I worked on a team that developed a proposal for sourcing eco-friendly materials that was well-received by our faculty and industry advisors. This experience solidified my passion for responsible sourcing and aligns perfectly with Acme's vision for the future.

I am eager to discuss how my background, skills, and enthusiasm for procurement can contribute to the success of Acme Corporation. Thank you for considering my application. I look forward to the possibility of discussing this exciting opportunity with you.

Sincerely,

Jordan Taylor