

Jordan Avery Smith

January 16, 2026

Acme Corporation

RE: Entry Level Procurement Manager

Dear Hiring Manager,

I am excited to apply for the Entry Level Procurement Manager position at Acme Corporation, as advertised on LinkedIn. With a keen interest in supply chain management and a strong academic background in business administration, I am eager to contribute to your team and support Acme's mission of delivering high-quality products efficiently.

During my recent internship at Global Supply Solutions, I successfully assisted in streamlining the procurement process, which resulted in a 15% reduction in costs over a six-month period. By conducting market research and analyzing supplier performance data, I was able to identify areas for improvement and implement actionable strategies that enhanced overall efficiency. Additionally, I collaborated with cross-functional teams to manage inventory levels more effectively, ensuring that production schedules were met without delays.

Moreover, my academic project on supplier relationship management provided me with practical insights into negotiation tactics and supplier evaluation metrics. Working with a team of classmates, we developed a comprehensive vendor assessment tool that was later praised by our professors for its practicality and effectiveness. This experience not only honed my analytical skills but also reinforced my ability to work collaboratively under tight deadlines.

I am truly enthusiastic about the opportunity to bring my fresh perspective and dedication to Acme Corporation. I would welcome the chance to discuss how my background, skills, and enthusiasms align with the goals of your procurement team. Thank you for considering my application; I look forward to the possibility of contributing to your esteemed company.

Sincerely,

Jordan Avery Smith