

# Jordan Anderson

January 16, 2026

Acme Corporation

RE: Freelance To Full Time Buyer

Dear Hiring Manager,

I am excited to apply for the Freelance To Full Time Buyer position at Acme Corporation, as advertised on LinkedIn. With a robust background in procurement and a proven track record of delivering significant cost savings, I am eager to contribute my expertise to your dynamic team and help drive your purchasing strategies to new heights.

In my recent freelance role, I successfully managed vendor relationships for multiple clients, resulting in an average cost reduction of 15% across various product categories. For instance, I negotiated long-term contracts with key suppliers that not only secured favorable pricing but also established stable supply chains, ensuring that my clients remained competitive in fast-paced markets. Additionally, I implemented a data-driven approach to inventory management, which decreased excess stock levels by 30%, thus improving cash flow and optimizing storage costs.

I am particularly impressed by Acme Corporation's commitment to innovation and sustainability in procurement practices. I believe my expertise in identifying high-quality suppliers while incorporating environmentally responsible sourcing aligns well with your company's values. I am eager to leverage my skills in strategic sourcing and supplier performance evaluation to enhance your purchasing processes.

I would welcome the opportunity to discuss how my experience and vision align with the goals of Acme Corporation. Thank you for considering my application. I look forward to the possibility of contributing to your team and am excited about the opportunity to discuss this role further.

Sincerely,

Jordan Anderson