

# Jordan M. Thompson

January 16, 2026

Acme Corporation

RE: Freelance To Full Time Procurement Manager

Dear Hiring Manager,

I am excited to apply for the Freelance To Full Time Procurement Manager position at Acme Corporation, which I discovered on LinkedIn. With over eight years of experience in procurement management and a proven track record of driving efficiency and cost savings, I am eager to bring my expertise to your team and contribute to your strategic goals.

In my recent freelance role with Global Supply Solutions, I led a project to streamline the procurement process for a mid-sized manufacturing client. By conducting a thorough analysis of their supply chain and renegotiating contracts with key suppliers, I was able to reduce procurement costs by 15%, resulting in significant savings for the client. Additionally, I implemented a new supplier evaluation framework that enhanced supplier performance metrics and improved overall collaboration, which increased delivery timelines by 20%.

Prior to that, as a Procurement Specialist at Tech Innovations Inc., I successfully managed multiple vendor partnerships and developed a strategic sourcing strategy that expanded our supplier network by 30%. This initiative not only improved product quality but also fostered a competitive environment that allowed us to negotiate better pricing and terms, ultimately contributing to a 25% reduction in overall project expenditures. My hands-on experience with various procurement software systems, coupled with my ability to adapt quickly to new technologies, ensures that I can hit the ground running at Acme Corporation.

I am enthusiastic about the opportunity to discuss how my background, skills, and achievements align with the goals of Acme Corporation. Thank you for considering my application; I look forward to the possibility of contributing to your esteemed team.

Sincerely,

Jordan M. Thompson