

# Jordan Smith

January 16, 2026

Acme Corporation

RE: Internship Buyer

Dear Hiring Manager,

I am excited to apply for the Internship Buyer position at Acme Corporation, as advertised on your careers page. With a strong interest in procurement and supply chain management, I am eager to contribute my skills and knowledge to your team. Acme's commitment to innovation in sourcing and procurement aligns perfectly with my passions and career goals.

During my studies in Business Administration at University of California, I gained practical experience through a project where I analyzed purchasing trends for a local retail firm. By conducting thorough market research and vendor evaluations, I identified cost-saving opportunities that resulted in a 15% reduction in overall procurement costs. This experience not only honed my analytical skills but also deepened my understanding of supplier relationships and negotiation strategies.

Additionally, I completed an internship with XYZ Corp where I assisted the purchasing department in managing inventory levels and vendor communications. I successfully streamlined the ordering process by implementing a new tracking system that improved order accuracy by 20%. This initiative not only enhanced operational efficiency but also fostered better collaboration between departments, ensuring that our procurement team was always aligned with production needs.

I am particularly impressed by Acme Corporation's innovative approach to sustainability in sourcing. I would love the opportunity to bring my background in strategic sourcing and my passion for sustainability to your team. I am looking forward to the possibility of discussing how I can contribute to the continued success of Acme Corporation. Thank you for considering my application.

Sincerely,

Jordan Smith