

Jordan Taylor

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Acme Corporation

RE: Internship Procurement Manager

Dear Hiring Manager,

I am writing to express my enthusiasm for the Internship Procurement Manager position at Acme Corporation, which I discovered on your careers page. As a business student with a focus on supply chain management, I am eager to contribute my skills and knowledge to your esteemed organization, known for its commitment to innovation and excellence in procurement practices.

During my recent internship at Global Supply Solutions, I successfully collaborated with the procurement team to streamline vendor evaluation processes, resulting in a 15% reduction in supplier onboarding time. I conducted thorough market research and comparative analysis, enabling the team to negotiate more favorable contract terms with several key suppliers. Additionally, I led a project to implement a new inventory tracking system that improved stock visibility and reduced excess inventory by 20%, enhancing overall operational efficiency.

I am particularly drawn to the opportunity at Acme Corporation due to your focus on sustainable sourcing and ethical procurement practices. I am eager to bring my analytical skills and passion for sustainable supply chain solutions to your team. I would appreciate the opportunity to discuss how my background in procurement and my proactive approach to problem-solving can contribute to the objectives of Acme Corporation. Thank you for considering my application.

Sincerely,

Jordan Taylor