

Jordan Lee Thompson

January 16, 2026

Acme Corporation

RE: No Experience Buyer

Dear Hiring Manager,

I am writing to express my enthusiasm for the No Experience Buyer position at Acme Corporation, as advertised on your careers page. With a strong passion for procurement and a keen interest in building a career in supply chain management, I believe this opportunity aligns perfectly with my career aspirations and skill set. I am excited about the prospect of contributing to a dynamic team and supporting Acme Corporation in achieving its procurement goals.

While I may not have direct experience in purchasing, I have developed relevant skills through my recent internship at a local retail company, where I assisted in inventory management and supplier coordination. During my time there, I successfully implemented an inventory tracking system that reduced discrepancies by 20%, enabling the team to make more informed purchasing decisions. Additionally, I collaborated with a cross-functional team to analyze customer purchasing trends, which led to a recommendation for vendor consolidation that saved the company 15% in procurement costs.

Furthermore, my academic background in Business Administration has equipped me with a solid understanding of supply chain fundamentals and financial analysis. I completed a project on cost management strategies, where I researched and presented best practices for optimizing supply chain expenses. This experience honed my analytical skills and reinforced my ability to identify opportunities for cost savings.

I am eager to bring my strong analytical abilities and proactive approach to the No Experience Buyer role at Acme Corporation. I would appreciate the opportunity to discuss how my background and skills can contribute to your team. Thank you for considering my application; I look forward to the possibility of speaking with you further.

Sincerely,

Jordan Lee Thompson