

# Jordan A. Thompson

January 16, 2026

Acme Corporation

RE: Promotion Procurement Manager

Dear Hiring Manager,

I am excited to apply for the Promotion Procurement Manager position at Acme Corporation, as advertised on LinkedIn. With my extensive background in procurement and promotional strategies, I am eager to bring my expertise to your dynamic team and contribute to Acme's growth and success.

In my previous role as a Senior Procurement Specialist at XYZ Industries, I successfully led a cross-functional team to revamp our promotional procurement processes, resulting in a 20% reduction in costs while improving delivery timelines by 15%. By negotiating favorable contracts with key vendors and leveraging data analytics, I was able to identify opportunities for cost savings and streamline our promotional spend. Additionally, I implemented a new supplier evaluation framework that enhanced supplier performance and accountability, leading to increased satisfaction among internal stakeholders.

Furthermore, I spearheaded a project that coordinated procurement efforts for a nationwide marketing campaign, where I managed a budget of over \$2 million. This campaign not only exceeded our target reach by 25% but also garnered positive feedback from our sales team for the quality of promotional materials. My ability to forge strong relationships with suppliers and collaborate closely with marketing teams has consistently driven successful outcomes in my projects.

I am eager to discuss how my skills and achievements align with the goals of Acme Corporation and contribute to your team's success as a Promotion Procurement Manager. Thank you for considering my application; I look forward to the opportunity to speak further about how I can make a positive impact at Acme.

Sincerely,

Jordan A. Thompson