

Buyer Cover Letter Sample 1

James O'Daniel

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Mr. John Gleeson

Senior Buyer

Samuel & Roberts Corporate Offices

657 E. Billard Street, Juniper, Connecticut 68848

Dear Mr. Gleeson,

I was happy to find your job listing on Monster.com, and I would like to apply for the position of Buyer at Samuel & Roberts. I am an experienced buyer technician with over 15 years of service in the industry, and I hold a master's degree in applied statistics. My education and demonstrable experience make me a force to be reckoned with in the corporate buying environment, and I am the ideal candidate for this position.

I am currently employed by Far Horizons Business Consulting as the head of the corporate buying team. I have forged a successful career with this company, but I hope to move on to Samuel & Roberts for the opportunity to bring my career to new heights. Combined with my education and years of experience, I've also garnered some of the best-proven results of any buyer at Far Horizons. I've developed a knack for connecting with clients and discovering their exact needs. Also, in today's world, I believe that online reviews are massively important to any company's reputation. I try to cultivate the best possible reviews.

I've had many great successes with Far Horizons that I would love to discuss further, but my greatest achievement was revamping the protocol for client relations. I led a team in the implementation of new standard procedures during new client outreach, communication of each client's specific business needs, and forecasting the most important upcoming products for each client. My efforts made it much easier for the entire firm to help their own clients as much as I help my own.

Thanks to my diverse background in the industry, I have a number of unique skills that give me an advantage over all other candidates. Most importantly, my mathematical background has helped me in making a number of hugely successful predictions that have earned companies millions of dollars in dividends. Good products with great potential are easy for me to spot.

I know beyond measure that I am the most qualified candidate for the buyer position at Samuel & Roberts Corporate Offices. Should I have an opportunity to work with you, I will hit the ground running and start making a difference immediately. Most importantly, my unique

background will add a valuable new perspective to the office. I look forward to hearing from you soon to discuss my candidacy in person.

Sincerely,
James O'Daniel