

Internship Application for Procurement Position

John Doe

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City, State, Zip Code

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(123) 456-7890

Date: October 1, 2023

Hiring Manager

Company Name

Company Address

City, State, Zip Code

Dear Hiring Manager,

I am writing to express my interest in the Procurement Internship position at Company Name as advertised on your careers page. With a strong background in supply chain management and a keen interest in procurement strategies, I am eager to contribute my skills and gain valuable experience in this field.

During my studies at University Name, I have developed a solid foundation in procurement processes, supplier negotiation, and inventory management. My coursework and projects have equipped me with analytical skills and a keen eye for detail, enabling me to effectively evaluate and optimize procurement operations.

I am particularly impressed by Company Name's commitment to sustainable sourcing and innovation in procurement practices. I am excited about the opportunity to learn from your experienced team and contribute to ongoing projects that drive efficiency and cost savings.

I am confident that my proactive approach and dedication to excellence will make me a valuable addition to your team. I look forward to the opportunity to discuss how my background and skills align with the needs of your organization.

Thank you for considering my application. I hope to hear from you soon.

Sincerely,

John Doe