

Entry-Level Purchasing Cover Letter

Dear Hiring Team,

I am excited to apply for the Purchasing Assistant position at your company. Though I am at the beginning of my career, I have completed internships in procurement departments where I assisted with supplier communications, purchase order tracking, and inventory documentation. I am eager to contribute my enthusiasm and learning mindset to support your purchasing operations effectively.

Thank you for considering my application. I hope to bring energy, diligence, and a willingness to learn to your team.

Kind regards,

[Your Name]

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