

JAMES SMITH

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TRANSFORMATIONAL SUPPLIER ~ MANAGEMENT / DEVELOPMENT / QUALITY ~ EXECUTIVE

January 11, 2021

Mark Smith
Director of Talent Acquisition
ABC Companies
123 Main Street
New York, NY 10153

Re: Vice President, Supplier Quality Position

Dear Mr. Smith:

I'm excited to be applying for the Vice President, Supplier Quality position and I would like to share some of my background and expertise with you.

I have extensive project management, budget administration, financial forecasting and business analytics experience and am adept in supplier management, cost reductions and lean management. My background has allowed me to become an accomplished change agent, successful in transforming supplier sustainability to meet corporate social responsibility. As a seasoned Global Director of Supplier Quality, I understand the importance of optimizing business processes to provide efficiency and effectiveness to global facilities through sourcing, flawless new product development, resolution of supply continuity issues during production, and development/monitoring of KPIs/metrics in delivery, quality, capacity, cost reduction/recovery.

My verifiable success in managing complex initiatives, creating value-added programs and driving successful process improvement to increase organizational visibility and alignment has been driven by my expertise in: supplier development & operational excellence, supplier quality and resolution of supplier continuity issues, supplier diversity and sustainability, and global procurement business process improvement initiatives.

I have a proven track record of setting my teams up for success through transitional servant leadership while driving improvements in productivity and efficiency through data-driven decisions and analytical problem-solving to meet industry leading performance, quality and growth standards.

I believe my excellent personnel management, supplier management, cost-savings initiative/identification and strategic planning experience provides me with the strategic skills and background to be an invaluable asset in the Vice President, Supplier Quality position.

I look forward to hearing from you very soon so that we can discuss the many ways that my background matches your needs. Thank you in advance for your consideration and I look forward to speaking with you shortly.

Sincerely,

James Smith

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