

Example Cover Letter:

Business English Quick (www.businessenglishquick.com)

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Cover letter example developed from Business English Quick (www.businessenglishquick.com).

8th February 2023

CompanyA,
123 Street Avenue,
Sheffield,
United Kingdom

Dear Sir/Madam,

I am writing in response to your job posting of the role of “Procurement Project Manager” based in Sheffield. I feel I would be a good fit for this position and I hope that having reviewed my CV and work experience, you will agree.

I have worked extensively in project management, with a particular focus on the procurement function. I believe this gives me a unique combination of both project and purchasing experience which can be applied to topics such as supplier relationships, stakeholder management and achieving goals.

Some examples that demonstrate my skillset include my successful management of the purchasing element of a large-scale programme of work over a year, and my introduction of an improvement project that made £m’s in savings.

I look forward to hearing from you in the near future. Should you have any questions regarding my application, or require any further documentation or information, please do not hesitate to get in touch.

Yours faithfully,

Joseph Bloggs
012345678910
joseph.bloggs@example.com