

Sample covering letter

Mrs. K. Dodd
Purchasing Manager
Bloggs Incorporated
40 George Street
Birmingham
B2 3PJ

[Date]

Dear Mrs Dodd

Re: Job ref – 32038, Purchasing Assistant

My name is Sarah Cox and I am writing in response to your advertisement that was placed in the vacancies section in the Purchasers Guide magazine for a Purchasing Assistant. I enclose my CV for your consideration.

I first became interested in purchasing during my second year at University. I thought that a career in this field would enable me to use not only my interest in merchandising and purchasing but also my skills in working with people, both in advisory and managerial capacity.

As part of my degree course, one of the modules that I studied required me to purchase items for a mini enterprise venture which I had to set up as part of a team. This allowed me to gain clear understanding of purchasing.

Upon leaving university I obtained a job as a Trainee Purchasing Assistant at Joe's Fashion House where I acquired the skills to work as part of a team and also deal directly with the public. I found my work at there valuable in teaching me the importance of ascertaining and understanding company needs and purchasing requirements. Unfortunately Joe's Fashion House cannot offer me a position at the next level, which has meant that to meet these new challenges that this level would present I have to find a suitable position elsewhere.

I am particularly interested in a career with Bloggs Incorporated because of the high reputation of the training programmes you offer to new recruits to give them the right tools and skills, which shows your strong commitment to career development.

I am available for an interview immediately and look forward to hearing from you shortly.

Your sincerely

Sarah Cox

Enc. CV