

James Brown

238 Broadway

New York

NY

United States

To

The HR Manager,

XYZ Company

354 F 63rd Street

New York

NY 10022

United States

Sub- Assistant buyer cover letter.

Respected Sir/Madam

With great respect, I would like to state that I am interested in joining your esteemed company that is [mention the name of the company] as an assistant buyer who will be able to perform all the duties in an appropriate manner.

As I have achieved the degree of [mention the name of the degree] from [mention the name of the institution] where I got to learn many things about this field. To acquire more years of experience in this field, I was hired by [mention the name of the company] where many things about this field were taught.

Duties which I know and did as an assistant buyer are communicating with the suppliers to ensure that they have all the information they need to deliver products in a timely manner, managed budgets including costs for labor, shipping, and other expenses associated with the purchasing specific items and many such things.

The skills which are required for this job are in me so my skills include great at managing time, good interpersonal skills, ability to work for a long period of time, can multitask, have Management skills, be innovative and creative and many such things. In addition to this, I am certified in [mention the name of the certificate].

I will definitely perform well at your esteemed company that is [mention the name of the company]. With this letter you will find my resume and other necessary documents which are required for the selection process. I would like to express my gratitude towards you for your precious time.

Sincerely,

From

James Brown

[Handwritten signature]

[Mention the contact details]

[Mention here, if there is any post note to be given]