

John B. Doyle

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Some City, 12th of August 2020

Dear Mr Bigwig,

I am responding to your October 9th advertisement in The Wall Street Journal for Purchasing Manager. The following comments show how my qualifications match your stated requirements:

YOUR REQUIREMENTS

- Electronics and mechanical purchasing background.
- Experience and knowledge of international business and purchasing standards.
- Experience developing world class supplier relationships to achieve cost delivery and service including implementing JIT and direct to line supply programs.
- Strong communication skills, including negotiation skills.
- Strong management skills and the ability to develop a purchasing team.
- Must be customer service and team oriented.

MY QUALIFICATIONS/

- Ten years in all phases of electro-mechanical assembly, five plus years as purchasing manager.
- Familiarity with ISO 9000 Series and the FDA's Good Manufacturing Practices.
- Developed many systems to meet requirements for world class manufacturing in addition to several supplier programs for JIT.
- Worked on all major contracts over a five year period resulting in 2-5% cost reductions.
- Excellent leadership abilities and believe in employee participation and empowerment.
- Total focus for PIC and Purchasing was to satisfy the Customer.

Please contact me to talk further about this exciting opportunity.

Regards,

John B. Doyle