

Jeremiah E. Enofe

Benin City, Edo State

+234 814 591 2343

Enofejeremiah990@gmail.com

6/8/2025

The Human Resource Manager

Inter Arc Consultants Limited

Benin City, Edo State

Dear Sir/Madam,

Application for the Position of Purchasing Officer

I am writing to express my interest in the position of Purchasing Officer at Inter Arc Consultants Limited, Benin City. With a background in Political Science, a solid understanding of organizational operations, and experience in sales and client relations, I am confident in my ability to effectively contribute to your procurement and supply chain activities.

During my time as a **sales personnel at SwivTech** and as a **sales representative at Nigeria Brewery Plc**, I gained valuable experience in vendor communication, inventory coordination, negotiation, and time sensitive decision-making all of which align closely with the responsibilities of a purchasing officer. These roles sharpened my ability to manage product sourcing, track orders, and maintain strong supplier relationships, while also ensuring that costs, quality, and delivery standards are met.

My academic background in Political Science has trained me in analytical thinking, research, and decision-making essential skills for evaluating suppliers, drafting purchase requests, and adhering to procurement guidelines. I am highly organized, resourceful, and detail-oriented, with a strong passion for learning and self-improvement, which I believe are critical traits for excelling in a dynamic work environment such as yours.

I am particularly interested in working with Inter Arc Consultants Limited because of your commitment to excellence in business and HR solutions, and I am eager to contribute to the growth and efficiency of your procurement processes.

Thank you for considering my application. I would welcome the opportunity to further discuss how my background and skills can support your team. I am available for an interview at your convenience.

Yours faithfully,

Jeremiah E. Enofe