

Portia Anima Boakye
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The HR
Peduase Valley Resort
CT 1406, Cantonments. Accra.

Dear Sir,

APPLYING FOR THE POSITION AS A PROCUREMENT INTERN

I am applying for the position of Procurement Intern at your Establishment.

I possess a Higher National Diploma in Purchasing And Supply. I would like to apply for the position as an intern for the next three months as I am about to complete my service as national service personnel to explore what I have learned in school and gain more knowledge in this field.

My experience includes supervising the purchases made by the company to ensure they are receiving the best quality for the best price.

During my internship at Unique Pab Restaurant, I was actively involved in handling administrative issues such as reviewing company procedures and policies and making revisions when necessary. I also represented the corporation at meetings and conferences where I delivered presentations and speeches on behalf of the company.

I possess excellent decision-making skills and the ability to do the research needed to obtain the best price for all the purchases made, especially for any expensive or difficult purchases. I have outstanding verbal and written communication skills and negotiation skills with the ability to create and maintain a great working relationship with suppliers and vendors.

I have an outstanding reputation for being dependable, trustworthy, and one of the best procurement students during my internship.

In addition, I have fair knowledge in the use of Microsoft Office Suite that I can you use for keeping records of goods if required.

Respectfully,

Portia Anima Boakye