

Dear Hiring Manager,

I am writing to apply for the Purchasing Coordinator position advertised in the LinkedIn. As requested, I enclose my cover letter and my resume.

The role is very appealing to me, and I believe that my strong technical experience and education make me a highly competitive candidate for this position. My key strengths that would support my success in this position include:

- Let Eric's business process design skills help you decrease lead time, save labour costs, and optimize inventory holdings.

With six years of experience working for my family business as a business analyst, I have a comprehensive understanding of the full lifecycle for business. My student Visa allows me to work legally part-time job. Please see my resume for additional information on my experience.

I can be reached anytime via email at

[Wenkailin77880@gmail.com](mailto:Wenkailin77880@gmail.com) or by cell phone, 0432-591-788.

Thank you for your time and consideration. I look forward to speaking with you about this employment opportunity.

Sincerely,

Eric Lin