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Attn: Human Resource Manager
ALOGIC, Inc.
Dear Human Resource Manager,

Re: Purchasing Coordinator

The Purchasing Coordinator, advertised in Indeed on 05/09/2018, caught my attention as it involves the challenge of assisting in maintaining, analysing and forecasting to optimise inventory holdings, analysing and preparing stock management reports, following up back orders and overdue purchase orders, setting up new products and publishing appropriate collateral and tools, ensuring data integrity as well. I have been seeking such an opportunity, and my experience in sales and customer service team and cooperate with several departments would complement your requirements very well.

Of particular interest for you and the members of your team are my strong accomplishments in:

- formed and improved a set of multi-level customer service and management system
- summed up the customers' individual purchase psychologies and similar purchase behaviours to complete the systematic and categorized customer profiles
- developed an order-delivery system with Logistics Department
- helped sales to establish good relationships with customers

Examples of specific achievements are:

- improved overall DIFOT performance
- motivated more than 25% of the customers in recession period repurchased products
- improved customer satisfaction by 20%
- increased customer intimacy and dropped customer complaint rate by 33%.

My contributions to the department in Customer Service Manager have been achieved by digitizing customer data, streamlining customer service procedure, improving overall multi-project management capabilities in the team, and improving cooperation between our department and the departments with which we interact. After 10 months in my role, I have a thorough understanding of every aspect of this function. Although my previous employer is very happy with my performance, I still want to seek new challenges and the opportunity to develop my skills in Melbourne.

If you are seeking a Purchasing Coordinator who stays abreast of her field, who is an enthusiastic team member and who is committed to achieving organization-wide success, then please consider what I have to offer. My resume is enclosed for your review. I would be happy to have a preliminary discussion with you or members of your committee to discuss the requirements of the position.

Thank you for your consideration of my application. I look forward to exploring this opportunity further.

Yours sincerely,

Huiying Xu