LAWRENCE COX

PROCUREMENT & OPERATIONS / PROFESSIONAL ENGAGEMENTS

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COVER LETTER / GENERAL ENGAGEMENT INTRODUCTION

Dear Hiring Manager or Engagement Lead,

I am reaching out to explore opportunities in procurement, purchasing, operations management, and related execution support. I am interested in contract, interim, and direct employment assignments, as well as appropriately scoped business partnerships.

My experience spans educational operations, IT procurement, electronics manufacturing, materials planning, and logistics. Across these environments, the work has required attention to suppliers, purchasing processes, competing priorities, and the coordination needed to keep an organization moving.

I bring both hands-on operational experience and a systems-oriented approach. I look beyond the immediate request to understand the underlying constraint, clarify responsibility, and identify a practical next step. That perspective also informs my independent work developing operational tools and frameworks.

I would welcome a conversation about your immediate priorities, the capacity you need, and the results that would make an engagement worthwhile. My accompanying résumé outlines relevant experience and capabilities.

Sincerely,

Lawrence Cox

Template note: Adapt the opening, role, employer, and scope to each specific opportunity before sending.