

**Global Supply Chain Management Major**  
**Intern / Full Time Job Search Tips**  
**January 20, 2014**  
**Dr. John C. Taylor**

1. Go to the SCM Major web page at [www.business.wayne.edu/gscm](http://www.business.wayne.edu/gscm) and make sure you are familiar with all buttons/resources on our web page.
2. Make sure you have emailed Dr. Taylor a .doc file of your resume. Ideally name it in following format "TaylorInternGradDec14 032213.doc" or substitute "Fulltime." Initially a resume showing an internship objective, and then as you get about 7 months out from graduation, one showing a full time position objective. See the web page for a sample. Resume should be one page, show a simple Objective, Supply Chain Management Major and any second major, GPA overall (and in Bus School if higher than overall), expected graduation month/year, work experience, and special skills (like SAP training, certifications, testing, etc). References available upon request. Make sure you have a revision date on the bottom right so I know which is latest version. Make sure there is a good phone number/answering machine and email address that you check regularly.
3. Make sure to spend some time on the SCM web page. We show, or will soon show, two categories of companies with links to their Career Services/On-Line Application pages in many cases. First we will show "Dr. Taylor's SCM Employers" with information on specific companies that have hired our students for internships and full time positions, and information on position type and date students were placed. Secondly, we will be showing soon "General SCM Employers" that hire a lot of SCM students but do not yet have a close relationship with Wayne State SCM Program. None-the-less, these companies should also be pursued.
4. Go to Professional Associations like Transportation Club of Detroit, Detroit Intermodal Association, Council of Supply Chain Management Professionals , Institute of Supply Management national and local chapter web pages and print membership directory and/or officers and send cover letters / resume to interesting members/officers.
5. Go to our web page and "Job Board" button and register/send resumes to the 5-6 separate SCM related on-line recruiters and general recruiters. Most of these are for people with experience, but apply anyway for ones requiring 1-3 years as you never know what might happen. They also might count part time experience. These also can provide good contacts for mailings re internships.
6. Get a copy of our resume book mailing list from Dr. Taylor's office and send your own cover letter /resume to companies you are interested in. Make sure to get Dr. Taylor your correct internship or full time resume, fully updated, in time for resume book mailing. Pay attention to email requests on this.
7. Attend Detroit area Professional Association meetings to network and get your name out. See above in 4) for some examples and see our Career Brochure on web page for other examples.

8. Consider starting one of the SCM related certification programs to be shown soon shown on the web page. Search for these on CSCMP web page at [www.cscmp.org](http://www.cscmp.org). Even if you just take the first exam, or begin it, you can put this on your resume and help make it stand out.
9. Become a Council of Supply Chain Management (CSCMP) or Institute of Supply Management (ISM) student member for \$25. [www.cscmp.org](http://www.cscmp.org) and [www.ism.ws](http://www.ism.ws)
10. Go to CSCMP Members Only Membership Directory and print off addresses for senior executives at a company (ies) you are interested in and send cover letter / resume. Must join first to have access. Same may be possible for ISM.
11. Go to CSCMP Members section and download Executive Recruiter guide. Find ones that are \$35,000 + and mail resume to them. Even though they do not focus on “entry level” they may know of companies that need entry level and add your resume to a set and place a note with it.
12. Go to CSCMP Member’s Career Connections and upload your profile/resume. Both internship and full time. ISM also may have similar Career Board.
13. Go to GSCMP Members Career Connections and check the list of all jobs and apply on-line. Even if it’s for positions requiring experience (most of these) apply anyway. They may consider part time/internship jobs to be prior experience, or consider you for an entry level position not posted.
14. Meet with WSU SBA Career Services and get your resume approved. They may want a different style then one I advocate so do both. Register and put resume on-line at WayneBizCareers web page and monitor for interview opportunities, company open houses, job fairs, etc. This should be closely monitored. We increasingly are routing employers through Business School Career Center and WayneBizCareers .
15. Register with separate University Career Center as they sometimes get SCM postings that we do not get in the Business School Center. This can happen because companies may be recruiting for Engineering and Business and some other Wayne State college’s graduates and they only want to deal with single University placement office. Actively monitor this site.
16. Investigate LinkedIn Jobs social Media Site at the following really good URL: [http://www.linkedin.com/job/consumer/jobsHome?trk=rj\\_em\\_sm&trk=&fromEmail=&ut=1bZTUxfKE8zC41](http://www.linkedin.com/job/consumer/jobsHome?trk=rj_em_sm&trk=&fromEmail=&ut=1bZTUxfKE8zC41) – search under “supply chain” and “logistics” – of course you need to be set up in LinkedIn.
17. Go to all WSU University and separate Business School (October primarily but also February) career fairs.
18. Attend the SCM Forum event the B-School hosts in October day before or of the Business School Career Fair.
19. Go on general and SCM specific job boards like Monster.com and register / put resume up. We have had students land great jobs from Monster. Also CareerBuilder.Com under Logistics. Also try Journal of Commerce Job Board at [http://logisticscareercenter.joc.com/home/index.cfm?site\\_id=9329](http://logisticscareercenter.joc.com/home/index.cfm?site_id=9329) and [www.JobsInLogistics.com](http://www.JobsInLogistics.com) and try [www.jobsinmotion.com](http://www.jobsinmotion.com)
20. Check newspapers like Detroit News and Detroit Free Press, Crain’s Detroit Business, etc. for stories on new companies, companies expanding, new VP of Logistics or SCM or Distribution. Get company phone number and get address

- and send that person a letter saying you saw the article on them, are a student graduating from WSU, looking for full time position or internship, etc.
21. Read national SCM trade magazines and find articles about mergers, new businesses, new Vice President SCM and call the company to get their address and title and send resume/cover letter saying you saw the article as your introduction paragraph. Most mags have a section at back re new appointments or “people changing jobs.”
  22. Dr. Taylor sends out a lot of emails about internship/fulltime opportunities. Make sure you are paying attention to your WSU registered email address. Follow up on these emails as suggested. Make sure your WSU email is forwarding if you use a different one and make sure it is set to delete from the WSU email once forwarded or it will stop forwarding once your WSU email is full.
  23. Make sure you pay attention to phone answering machine and email on your resume. Dr. Taylor often sends out resumes to companies that inquire about students. They often contact you directly and you need to be able to respond quickly. Make sure no strange answering machine messages.
  24. Make sure you have a SCM related internship, full time or part time, preferably paid, at least once before you graduate.