



WAYNE STATE UNIVERSITY
MIKE ILITCH
SCHOOL OF BUSINESS

Career Services

**SAMPLE
EMPLOYMENT PACKET
for
GLOBAL SUPPLY CHAIN STUDENTS**

SAMPLE EMPLOYMENT PACKET FOR GLOBAL SUPPLY CHAIN STUDENTS



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Welcome to your Student Employment Packet, Warriors!

This packet is designed to help you prepare for and successfully apply to internships, full-time/part-time positions or other student employment opportunities. Inside this packet, you will find the following essential documents:

A Cover Letter Sample

A customizable cover letter template to help you professionally introduce yourself to employers and express your interest in a position based on the job you are applying to.

Internship Resume Sample

This template is ideal for students seeking internships. It focuses on showcasing academic achievements, relevant coursework, core competencies and any hands-on experience, whether from projects, part-time jobs, or volunteer work. Use this template to demonstrate your potential and eagerness to gain practical experience.

Entry-Level Resume Sample

Perfect for recent graduates or students entering the workforce. This template emphasizes your degree, relevant job or volunteer experiences, core competencies and transferable skills. It highlights your readiness to take on a professional role by focusing on your education and accomplishments.

A Graduate Resume Sample

Ideal for students returning to school to either grow within their current industry or pivot to a new one. This template balances professional experience with academic accomplishments, helping you demonstrate your readiness for advanced studies while positioning yourself for career growth or a successful transition to a new field.

A Reference Page

A reference page template where you can list individuals who can vouch for your qualifications and work ethic. Make sure to ask permission before including their contact details. Check the companies' website before you apply to see if they accept references. Keep in mind, some companies do not.

This packet is a valuable tool for any college student seeking to apply for internships, jobs, or other opportunities. Feel free to modify and personalize the documents as needed to match your unique qualifications and experience.

Best of luck with your internship/job search!



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First and Last Name | City, State Zip Code | Email | Phone Number

Date

Employer's Name
Employer's Address
City, State Zip Code

Dear Hiring Manager,

I am excited to submit my application for the Supply Chain Internship at Tenneco, as advertised on Handshake. As a highly motivated student pursuing a Bachelor of Science in Business Administration majoring in Supply Chain Management at Wayne State University, Mike Ilitch School of Business. I am eager to contribute my analytical skills, passion for logistics, and enthusiasm for the automotive industry to your dynamic team.

The opportunity to assist with data analysis, policy and procedure development, and supplier management systems greatly aligns with my academic background and my career goals. I am particularly excited about the prospect of helping streamline operations and ensuring the smooth flow of components across Tenneco's global network. I am confident that my strong problem-solving abilities and proficiency in tools such as Excel, PowerPoint, and Word will allow me to make a meaningful contribution to the success of your team.

Throughout my academic journey, I have developed a solid foundation in supply chain principles, data analysis, and process optimization. I have worked on projects that required teamwork, time management, and independent research, and I am eager to apply these skills in a real-world setting. My ability to think critically and manage tasks effectively under tight deadlines makes me a perfect fit for the fast-paced environment at Tenneco.

In addition to my technical abilities, I am a strong communicator, both written and verbal, and work well with diverse teams. I am excited about the opportunity to learn from experienced professionals and to be part of a company that is not only dedicated to excellence in the automotive industry but also champions diversity and inclusion.

I am confident that my academic achievements, coupled with my dedication to learning and growth, will make me a valuable asset to your team. I look forward to the opportunity to discuss how I can contribute to Tenneco's supply chain operations during this internship. Thank you for considering my application.

Sincerely,
Your First and Last Name



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First and Last Name | City, State Zip Code | Email | Phone Number

EDUCATION:

Wayne State University, Mike Ilitch School of Business - Detroit, MI

Bachelor of Science in Business Administration | May 20XX

Major: Global Supply Chain Management | GPA: 3.5/4.0

Relevant Coursework: Introduction to Supply Chain Management, Business Analytics, Logistics and Transportation, Operations Management, Data Analysis

Awards: 2nd place recipient in the GM/WSU Mike Ilitch School of Business Supply Chain Case Competition

SKILLS & CORE COMPETENCIES:

Technical Skills: Microsoft Excel (Advanced), PowerPoint, Word, Data Analysis, Database Management

Analytical Skills: Problem-solving, Data Visualization, Forecasting, Report Generation

Communication: Strong written and verbal communication, Report Writing, Team Collaboration

Time Management: Ability to manage multiple tasks and meet deadlines in a fast-paced environment

EXPERIENCE:

Intern Role, Name of Company or Organization – City, State | May 20XX – August 20XX

- Discuss your responsibilities and accomplishments achieved as they relate to the job duties for the role in which you are applying for
- Action-oriented + paraphrased statements (use your current job posting/experience to guide you)
- What you did (action verb) + how (relevant to job duties and quantify where applicable)
- List experiences in reverse chronological order (most recent job listed first)
- Write each bullet point in third person (no personal pronouns or possessives – all current jobs should be written in present tense and all past jobs should be written in past tense)

Supply Chain Intern, Company Name – Detroit, MI | May 20XX – August 20XX

- Assisted in analyzing inventory levels and demand forecasts to ensure timely supply chain operations.
- Collected and organized data related to supplier performance and shipping lead times.
- Supported team members in reviewing and optimizing logistics routes and delivery schedules.
- Created reports using Excel, presenting key insights to improve operational efficiency.

Business Analyst Co-op, Company Name – Detroit, MI | May 20XX – December 20XX

- Contributed to gathering market and competitor data, helping the team identify supply chain trends and opportunities.
- Assisted in policy development and implementation related to process improvements.
- Managed data entry and database updates using Excel and internal software systems.
- Participated in team meetings to discuss project status and offer data-driven insights.

ADDITIONAL ACTIVITIES:

WSU MISB Global Supply Chain Management Association, Member | September 20XX – Present

- Collaborate with peers to organize events, workshops, and guest speaker sessions focused on supply chain trends and innovations.
- Participate in case study competitions and networking events with industry professionals.



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PROFESSIONAL SUMMARY:

Detail-oriented and motivated individual with a background in business administration and customer service, eager to apply my organizational, problem-solving, and communication skills to a Health Care Supply Chain role. Seeking to contribute to the success of Trinity Health's Procurement and Accounts Payable Shared Services department while gaining hands-on experience in supply chain management.

EDUCATION:

Wayne State University, Mike Ilitch School of Business - Detroit, MI

Bachelor of Science in Business Administration May 20XX

Major: Global Supply Chain Management

Relevant Coursework: Accounting, Supply Chain Management, Business Communication, Operations Management

SKILLS & CORE COMPETENCIES:

Technical Skills: Microsoft Excel (Advanced), Microsoft Word, Data Entry, Web-Based Applications

Problem-Solving: Identifying issues, finding solutions, and communicating resolutions effectively

Attention to Detail: Accuracy in data entry, order processing, and documentation

Communication: Strong written and verbal communication skills; conflict resolution and customer relations

Time Management: Ability to handle multiple assignments, prioritize tasks, and meet deadlines

Team Collaboration: Works well both independently and in collaborative environments

EXPERIENCE:

Supply Chain Intern, Company Name – [City, State] January 20XX – August 20XX

- Assisted with processing and tracking purchase orders and invoices using supply chain management software.
- Helped identify and resolve discrepancies between orders, invoices, and delivery records, ensuring timely processing.
- Collaborated with team members to develop solutions to improve efficiency in supply chain workflows and reduce delays.
- Utilized Microsoft Excel to manage data, create reports, and support decision-making related to procurement and accounts payable.
- Supported the creation of ad hoc reports for management, offering insights into inventory levels and supplier performance.
- Gained hands-on experience with automated supply chain systems and tools, enhancing understanding of procurement policies and procedures.

Part-time Office Assistant, Company Name – Detroit, MI May 20XX – August 20XX

- Assisted with organizing and processing administrative tasks, including preparing reports and updating databases.
- Supported teams by preparing documents, scheduling meetings, and maintaining office supplies.
- Participated in maintaining confidentiality with sensitive documents and adhering to company policies.
- Participated in brainstorming sessions for creative concepts and marketing strategies.

ADDITIONAL ACTIVITIES:

WSU MISB Global Supply Chain Management Association, Member | September 20XX – Present

- Engage in networking events and participate in discussions on supply chain management and business operations.
- Collaborate with peers on case studies and problem-solving activities.

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313-577-4781 | ilitchbusiness@wayne.edu



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First and Last Name | City, State Zip Code | Email | Phone Number

PROFESSIONAL SUMMARY:

Results-driven Supply Chain Professional with hands-on experience in supply chain management, vendor relations, and logistics optimization. Eager to leverage my skills and APICS certification to drive efficiency and streamline processes in a dynamic environment at [Company Name]. With a strong track record of solving complex supply chain problems, I aim to contribute to the success of the organization while further advancing my expertise in a full-time role.

CERTIFICATION:

APICS Certified Supply Chain Professional (CSCP) – [Year]

SKILLS & CORE COMPETENCIES:

Supply Chain Management: End-to-end process management, logistics, vendor relations, inventory control

Software Proficiency: SAP, Oracle, Microsoft Excel (Advanced), PowerPoint, Data Analytics Tools

Problem Solving: Strong analytical skills for identifying inefficiencies and developing actionable solutions

Project Management: Led cross-functional teams and collaborated with multiple departments to execute projects on time and within budget

Communication: Excellent written and verbal communication skills for interacting with stakeholders at all levels

Negotiation: Skilled in contract negotiation and supplier relationship management to ensure optimal terms

Continuous Improvement: Lean Six Sigma methodologies to drive process optimization and cost reduction

EXPERIENCE:

Supply Chain Coordinator, Company Name, [City, State] June 20XX – December 20XX

- Managed end-to-end supply chain activities for the company, including procurement, inventory control, and distribution to ensure optimal product flow.
- Coordinated with suppliers and vendors to improve lead times, reduce costs, and resolve supply chain issues in a timely manner.
- Utilized supply chain software systems (SAP, Oracle) to track inventory levels, orders, and deliveries, ensuring accuracy in reporting and data entry.
- Analyzed supply chain data to identify trends, forecast demand, and recommend improvements for process efficiency.
- Collaborated with cross-functional teams to develop and implement supply chain strategies that align with company objectives.

Logistics Specialist, Company Name, [City, State] June 20XX – December 20XX

- Oversaw the logistics operations for incoming shipments and managed relationships with third-party logistics providers.
- Led initiatives to improve delivery accuracy and on-time performance, resulting in a 15% increase in customer satisfaction scores.
- Developed and maintained reports on shipment status, including KPIs such as on-time delivery, cost per shipment, and inventory turnover.
- Worked closely with the procurement team to optimize stock levels and reduce excess inventory, resulting in cost savings of [X%].

EDUCATION:

Wayne State University, Mike Ilitch School of Business, Detroit, MI May 20XX

Bachelor of Science in Business Administration | Major: Global Supply Chain Management | GPA: 3.4/4.0

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First and Last Name | City, State Zip Code | Email | Phone Number

JOB REFERENCES

First and Last Name | Job Title

Name of Company or Organization

Address

Phone Number

Email Address

A brief description of who this reference is

First and Last Name | Job Title

Name of Company or Organization

Address

Phone Number

Email Address

A brief description of who this reference is

First and Last Name | Job Title

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Address

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