



WAYNE STATE UNIVERSITY  
**MIKE ILITCH**  
SCHOOL OF BUSINESS

Career Services

**SAMPLE**  
**EMPLOYMENT PACKET**  
**for MANAGEMENT STUDENTS**

**SAMPLE EMPLOYMENT PACKET FOR MANAGEMENT STUDENTS**



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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SAMPLE EMPLOYMENT COVER LETTER FOR MANAGEMENT STUDENTS

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

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Date

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

Dear Hiring Manager,

I am writing to express my interest in the Management Trainee position at Cintas, as advertised on Handshake. As a recent graduate with a degree in Business Administration majoring in management from Wayne State University, Mike Ilitch School of Business, I am excited about the opportunity to launch my career in a dynamic and growth-oriented environment. I am confident that my academic background, leadership experience, and commitment to excellence make me an ideal candidate for this position.

During my undergraduate experience, I developed a strong foundation in business principles, particularly through my involvement in [mention relevant extracurricular activities, such as a leadership role in a student organization, business clubs, or volunteer work]. These experiences have honed my leadership, teamwork, and problem-solving skills, all of which I am eager to apply as I take on new challenges in the Management Trainee program.

Additionally, my previous internship experience at [Company Name], where I worked in [mention any relevant department, e.g., customer service, sales, or administration], has provided me with valuable hands-on exposure to business operations. I gained practical experience in [mention specific skills you developed, e.g., customer interaction, sales support, managing projects], which I believe will serve me well during the rotational aspects of the program.

I am particularly drawn to Cintas because of its commitment to developing its employees through structured training and career advancement opportunities. I admire Cintas' strong corporate culture, which emphasizes teamwork, professional growth, and service excellence. I am eager to contribute to this culture and take on the challenge of building my career with Cintas.

I am fully prepared to relocate as needed and look forward to the opportunity to contribute to Cintas' mission of helping businesses get ready for success every day. I am excited to bring my passion for business and leadership to your team and am confident that I can make an immediate and positive impact.

Thank you for considering my application. I look forward to the opportunity to discuss how my skills and background align with the goals of Cintas. Please feel free to contact me at [Your Phone Number] or via email at [Your Email Address] to schedule an interview.

Sincerely,

Your First and Last Name

Ilitch School Career Services  
2771 Woodward Ave., Suite 299 Detroit, MI 48201  
313-577-4781 | ilitchbusiness@wayne.edu



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

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**PROFESSIONAL SUMMARY:**

Motivated and results-driven recent graduate with a [Your Degree] in [Your Major] from [Your University]. Seeking an opportunity to apply my leadership skills, business acumen, and hands-on experience gained through internships to contribute to Cintas' Management Trainee program. Eager to leverage my strong interpersonal abilities and problem-solving skills in a dynamic, growth-oriented environment.

**EDUCATION:**

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

*Bachelor of Science in Business Administration* | May 20XX

Major: Management | GPA: 3.5/4.0

Relevant Coursework: Marketing, Operations, Employee Relations, Finance, Strategic Management and Business Policy

Awards: Recipient of the Ilitch School 25 under 25 award Winter' 2024

**SKILLS & CORE COMPETENCIES:**

- Strong leadership, communication, and team collaboration skills
- Problem-solving and analytical thinking
- Proficient in Microsoft Office Suite (Excel, PowerPoint) and Google Workspace
- Ability to manage multiple priorities and meet deadlines in a fast-paced environment
- Customer service and relationship management

**EXPERIENCE:**

**Rotational Analyst Intern, [Company Name], [City, State]** | [Month Year] – [Month Year]

- Assisted with [mention specific department or function: customer service, sales, operations, etc.], contributing to [specific tasks such as improving workflow, managing customer relationships, etc.].
- Supported the sales team by preparing presentations, coordinating client meetings, and tracking customer feedback, resulting in a [X]% improvement in customer satisfaction.
- Managed data entry and updated customer records, ensuring accuracy and timeliness.
- Collaborated with cross-functional teams to help streamline administrative processes, reducing task completion time by [X]%.

**ADDITIONAL ACTIVITIES:**

**Member, The Society for Human Resource Management (SHRM) | WSU MISB** | September 20XX – Present

- Participated in SHRM meetings and workshops, gaining insights into the field of human resources, including talent management, employee relations, and organizational behavior.
- Assisted in organizing campus events, including guest speaker sessions and HR-related discussions, helping to enhance student knowledge of HR best practices.
- Networked with HR professionals, enhancing my understanding of the role HR plays in the success of businesses and organizations.

SAMPLE EMPLOYMENT INTERNSHIP RESUME FOR MANAGEMENT STUDENTS



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

MANAGEMENT | FINANCE

**Professional Summary** \_\_\_\_\_

Highly motivated with a strong analytical background and a passion for strategic decision-making. Seeking a [job title here] position at [company name here] to apply financial acumen, leadership skills, and business management knowledge. Eager to contribute to a dynamic team while supporting goals through effective problem-solving and data-driven strategies.

**Skills & Competencies** \_\_\_\_\_

- Customer Service**—Provide friendly, prompt, and effective service to ensure a positive customer experience.
- Communication**—Effectively exchange information and perspectives while actively listening, promoting positive interactions.
- Teamwork**—Build collaborative relationships with colleagues and customers to accomplish department goals.
- Equity & Inclusion**—Value diverse cultures, races, ages, genders, lifestyles, and viewpoints.
- Critical Thinking**—Innovative thinker who analyzes issues, makes sound decisions and troubleshoots problems effectively.
- Interpersonal**—Strong people skills, supportive, kind, empathetic, and patient professional who relates well with colleagues.
- Technical**—Quick to learn and leverage technology ethically to enhance efficiencies and accomplish goals.  
*Knowledge includes: MS Office, Teams, Google Docs, Zoom, Mac, and PC proficiency.*

**Education** \_\_\_\_\_

- Bachelor of Science in Business Administration** | Wayne State University, Detroit, MI May 20XX  
 Dual Major: Management and Finance 3.7 GPA
- Academic Honors & Awards**
- Warrior Award recipient | Wayne State University 20XX
- Born to Be a Warrior Scholarship recipient | Wayne State University 20XX – 20XX
- Relevant Coursework**
- Business Finance, Business Information Systems, Principles of Micro/Macro Economics, Quantitative Methods & Statistics

**Internship Experience** \_\_\_\_\_

- Finance Intern** | Ally Financial, Detroit MI May 20XX – August 20XX
  - Supported the development of financial models for investment strategies, contributing to the successful evaluation of three major projects valued at \$2 million each.
  - Gained proficiency in Excel (including advanced formulas and macros), Tableau, and QuickBooks, streamlining financial reporting and reducing errors by 20%.
  - Collaborated with cross-functional teams to ensure compliance with corporate financial policies and regulations, achieving 100% audit readiness.

**Work History** \_\_\_\_\_

- Student Assistant** | Mike Ilitch School of Business, Detroit, MI Aug 20XX– Present
  - Deliver exceptional customer service, addressing student inquiries and providing clear guidance on university policies, procedures, and resources.
  - Utilize university software and systems to update databases, process paperwork, and generate reports.
  - Collaborated with team members to complete special projects and meet tight deadlines in a dynamic environment.



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

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**PROFESSIONAL SUMMARY:**

Detail-oriented and results-driven professional with a Bachelor's degree in Business Administration, majoring in [Your Major] and [X] years of experience in [relevant field, e.g., business administration, health policy, or consulting]. Seeking to contribute expertise in data analysis, project management, and strategic planning to support the mission of Prometheus Federal Services as a Management Consultant. Adept at working with federal health and social services agencies to provide data-driven solutions and improve operational efficiency.

**CERTIFICATIONS, PROFESSIONAL AFFILIATIONS, & ACHIEVEMENTS:**

- PMP Certification [or other relevant certifications, if applicable]
- Member, The Project Management Institute (PMI) Month Year – Present
  - Engage with a network of project management professionals to enhance skills and share best practices for effective project delivery.

**SKILLS:**

- Proficient in MS Office Suite (Word, Excel, PowerPoint)
- Strong written and verbal communication skills, demonstrated through project presentations, client meetings, and report writing
- Data analysis and modeling skills using [mention any tools or software you've used, e.g., Excel, Tableau, etc.]
- Experience with strategic planning, project testing, and performance measurement
- Knowledge of federal health and social services systems, particularly the Department of Veterans Affairs (if applicable)
- Strong organizational skills and ability to manage multiple projects simultaneously
- Ability to work independently and collaboratively in team settings
- Attention to detail with a focus on meeting client needs and project objectives

**EXPERIENCE:**

**Consultant, *Company Name*, [City, State] Month Year – Present**

- Assisted in building and delivering PowerPoint presentations to clients, summarizing key findings, recommendations, and progress updates for ongoing projects.
- Drafted detailed meeting minutes, tracked action items, and ensured follow-up communication with stakeholders to ensure timely project completion.
- Collaborated with cross-functional teams to analyze client data, identify inefficiencies, and develop actionable strategies for process improvements.
- Led data collection activities, including interviews with clients and stakeholders, surveys, and data modeling, to support project objectives and performance metrics.
- Conducted research and analysis to evaluate existing client practices and recommended improvements to optimize workflows and achieve operational goals.
- Provided ongoing support in communication efforts, including preparing briefings and reports to ensure clarity in project goals and progress.

**EDUCATION:**

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

[Name of your undergraduate or graduate degree]



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

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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**

Name of Company or Organization

Address

Phone Number

Email Address

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