



WAYNE STATE UNIVERSITY
MIKE ILITCH
SCHOOL OF BUSINESS

Career Services

SAMPLE EMPLOYMENT PACKET FOR TISA STUDENTS

**SAMPLE
EMPLOYMENT PACKET
for
TECHNOLOGY, INFORMATION
SYSTEMS, and ANALYTICS (TISA)
STUDENTS**



WAYNE STATE UNIVERSITY
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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 writing to express my interest in the Associate position within the Corporate Strategy group at DTE Energy, as advertised. With an MBA from Wayne State University, Mike Ilitch School of Business and 5+ years of experience in management consulting, I am confident in my ability to contribute to DTE's strategic initiatives and help shape the future of the energy industry.

At [Previous Company], I gained substantial experience working on complex strategic projects, including assessing industry trends, evaluating major capital investments, and supporting Merger and Acquisition (M&A) activities. I have developed strong analytical skills, particularly in financial modeling and scenario analysis, and I thrive in fast-paced environments where problem-solving and attention to detail are critical. I also have a deep interest in the energy sector and am excited about DTE's commitment to sustainability and innovation.

I am particularly drawn to this position due to the opportunity to work with senior leadership and influence corporate strategy at a high level. I believe my background in management consulting, combined with my passion for the energy industry and DTE's mission, makes me an excellent fit for this role. Furthermore, I am excited by the potential to contribute to DTE's transformation and to drive efforts that will shape the future of energy in Michigan and beyond.

I look forward to the opportunity to discuss how my skills and experiences can align with DTE Energy's goals. Thank you for considering my application. I hope to contribute to DTE's mission of growth and prosperity while advancing sustainability in the energy sector.

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

Double Major: Technology, Information Systems and Analytics | Finance | GPA: 3.74/4.0

Relevant Coursework: Microeconomics, Financial Accounting, Business Statistics, Economics, Operations Management

Awards: 1st Place recipient of the Ilitch School Startup Technology Pitch Competition

SKILLS & CORE COMPETENCIES:

Analytical & Financial Modeling: Proficient in Excel for financial modeling, including DCF, sensitivity analysis, and market projections.

Problem-Solving & Critical Thinking: Strong ability to analyze complex business problems and develop actionable strategies.

Energy Industry Knowledge: Understanding of energy markets, renewable energy trends, and the regulatory landscape.

Communication: Excellent written and verbal communication skills; able to present complex data clearly.

Teamwork & Collaboration: Comfortable working both independently and as part of a team.

Software: Microsoft Excel, PowerPoint, Bloomberg Terminal, Tableau

EXPERIENCE:

Financial Analyst Intern, [Energy Firm/Investment Firm Name], [City, State] | [Month Year] – [Month Year]

- Supported the finance team by building and maintaining financial models for renewable energy investments.
- Conducted detailed market analysis, helping the team evaluate the risks and opportunities of potential investments in energy infrastructure.
- Assisted in preparing reports for senior executives to guide decision-making regarding capital allocation and market expansion strategies.
- Participated in due diligence activities for potential mergers and acquisitions, providing financial analysis to assess the value of target companies.

Business Development Intern, [Company's Name], [City, State] | [Month Year] – [Month Year]

- Conducted research on emerging trends in the clean energy sector and developed market entry strategies for a startup focused on solar energy solutions.
- Assisted in the development of competitive benchmarking reports and helped refine the company's long-term strategic growth plan.
- Supported senior leadership in drafting proposals for partnerships and investments in energy technologies, contributing to the company's fundraising efforts.

ADDITIONAL ACTIVITIES:

WSU MISB Warrior Consulting Group, Vice President | September 20XX – Present

- Led a team of 15 students in organizing consulting workshops and case competitions, providing training on strategic thinking and financial modeling.
- Coordinated guest speaker events with industry professionals to provide insight into the consulting and energy sectors.

SAMPLE EMPLOYMENT INTERNSHIP RESUME FOR TISA STUDENTS



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

PROFESSIONAL SUMMARY:

Highly motivated and results-driven recent graduate with hands-on experience in consulting, financial analysis, and strategy development. Eager to apply my analytical, problem-solving, and leadership skills to drive strategic initiatives and contribute to the growth of DTE Energy. Passionate about the energy sector and committed to advancing sustainability and innovation in the industry.

EDUCATION:

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

Bachelor of Science in Business Administration | May 20XX

Double Major: Technology, Information Systems and Analytics | Finance | GPA: 3.5/4.0

Relevant Coursework: Microeconomics, Financial Accounting, Business Statistics, Economics, Operations Management

Awards: 1st Place recipient of the Ilitch School Startup Technology Pitch Competition | Dean's List: 20XX, 20XX

SKILLS & CORE COMPETENCIES:

Financial Analysis & Modeling: Proficient in Excel, building discounted cash flow models, sensitivity analysis, and financial projections

Strategic Thinking & Problem Solving: Strong ability to identify business challenges and create actionable strategies to drive growth and efficiency

Communication: Excellent written and verbal communication skills; experienced in preparing executive-level presentations and reports

Programming Languages: C++, Python & SQL

EXPERIENCE:

Consulting Associate, [Consulting Firm Name], [City, State] | [Month Year] – [Month Year]

- Contributed to strategic analysis and project management for clients in the energy and utilities sectors.
- Conducted research on emerging industry trends, such as distributed energy resources, and assessed their implications for clients' business models.
- Assisted in the development of client presentations, synthesizing complex data and proposing actionable recommendations for improving operational performance and market expansion.
- Analyzed the financial viability of various business strategies and provided support for senior consultants in delivering comprehensive strategic plans.

Business Development Associate, [Name of Company], [City, State] | [Month Year] – [Month Year]

- Conducted competitive benchmarking and market analysis to support business development efforts for clean energy products and solutions.
- Developed and maintained financial models to evaluate new business opportunities, including partnerships and investments in renewable energy technologies.
- Supported the creation of long-term strategic plans, analyzing financial and operational data to guide decision-making on company growth and market expansion.
- Collaborated with senior leadership to refine the company's growth strategy and improve business development **processes**.

SAMPLE EMPLOYMENT ENTRY-LEVEL RESUME FOR TISA STUDENTS



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

PROFESSIONAL SUMMARY:

Experienced financial analyst and report developer with over 5 years of expertise in business intelligence, data analytics, and reporting solutions, proficient in SQL, Python, R, and PowerBI. Eager to leverage my skills in data warehousing, SQL queries, and automation to deliver insightful, accurate reports that drive business decisions and operational improvements at [Company].

CERTIFICATIONS & ACHIEVEMENTS:

Certified Business Intelligence Professional (CBIP) – Completed July 20XX
PowerBI Certification – Completed June 20XX | Advanced SQL for Data Analysis – Completed April 20XX

EXPERIENCE:

Senior Business Intelligence Developer, XYZ Healthcare Solutions, [City, State] June 2020 – Present

- Develop and maintain custom reports and dashboards using Microsoft PowerBI and ACL Data Analytics, integrating data from multiple sources including Epic EMR, Lawson ERP, and Workday HCM
- Design and execute complex SQL queries using Oracle SQL Developer to support data analysis and reporting for financial and operational metrics
- Lead the development of data extracts and transformation processes, ensuring accurate and timely reporting for business stakeholders
- Partner with leadership teams to define business requirements and developed reports to address those needs, improving decision-making and operational efficiency
- Perform regular testing and validation of analytics and reporting accuracy to ensure high-quality output
- Mentor junior team members and provided training on business processes, reporting tools, and best practices for data analysis

Business Intelligence Analyst, ABC Financial Services, [City, State] July 2018 – May 2020

- Created data models, visualizations, and custom reports in SAP Business Objects and PowerBI, providing business insights across various financial departments
- Wrote complex SQL queries for large-scale data extraction and transformation, improving reporting speed and accuracy by 25%
- Collected and analyzed business requirements to design and implement reporting solutions that met both technical and business needs
- Assisted in the design and deployment of new BI technologies, improving the data analysis workflow across the organization

SKILLS:

- **Reporting & Business Intelligence Tools:** Microsoft PowerBI, SAP Business Objects, Oracle SQL Developer, SQL Server
- **Data Analytics & Visualization:** Data modeling, data transformation, dashboard design, custom report development
- **Soft Skills:** Problem-solving, cross-functional team collaboration, leadership, communication, documentation
- **Project Management:** Agile methodology, project planning, requirement gathering, meeting deadlines
- **Other Skills:** Microsoft Excel (advanced), PowerPoint, data extraction and merging

EDUCATION:

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

Master of Business Administration

[Name of the University], [City, State] September 20XX – June 20XX

[Name of your undergraduate degree]



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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

Name of Company or Organization

Address

Phone Number

Email Address

A brief description of who this reference is

SAMPLE EMPLOYMENT JOB REFERENCE PAGE FOR TISA STUDENTS