**JANE SMITH**

1 Washington Park

Newark, NJ 07102

Cell: (555) 555-1111

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DATE

ABC Company

111 Broad Street

Newark, NJ 07102

Dear Hiring Manager: (**If you know the person’s name write it! Do not write ‘To Whom it May Concern’**)

For the first paragraph include the following: internship or job position/title, company and where you found the posting/opportunity. Include your major, your class (i.e. freshman, sophomore, etc.) your school, and your month and year of graduation.

For the second paragraph, describe some of the skills the company is looking for and give examples of how you have these skills. Use academic projects, club leadership roles, and voluntary experience to showcase your skills. Match these skills to the skills the company is seeking for this role. It helps to look at numerous job descriptions of companies that you are interested in working for. Use common business terminology to let the employer know that you understand what the role requires.

You can include a third paragraph where you can expand more on the company and the reason why you want to work for them. You can also expand on something that you feel you need to explain that wasn’t captured on your resume. For example, explaining a change in career, lack of experience, connections you have in the company, etc.

For the final paragraph, thank the person for their time and express that you are available for further discussion. Provide the best way to contact you either through phone, email or both, and if you have limited or constricted availability, include that here.

Sincerely,

**Your Name**

**JANE SMITH**

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**EDUCATION:**

**RUTGERS, THE STATE UNIVERSITY OF NEW JERSEY**

**Rutgers Business School - Newark**

Bachelor of Science, Supply Chain Management Expected Graduation: May 2020

* GPA: 3.5

**LEADERSHIP/CAMPUS INVOLVEMENT:**

* President, APICS (American Production and Inventory Control Society)
* Member, BASE (Business Association of Supply Expertise)
* Dean’s List, All Semesters 2017– 2019

**RELEVANT COURSEWORK:**

Intro to Six Sigma/Lean Manufacturing, Intro to Project Management, SCMS Industry Client Project, Negotiations, Demand Planning and Fulfillment, Global Procurement and Strategies

**SPECIAL PROJECTS:**

Industry Client Project, Supply Chain Consulting Project Spring 2019

* Identified existing problem in procurement department using root-cause analysis
* Presented findings of research to management and provided recommendations for improvement

**PROFESSIONAL EXPERIENCE:**

**BASF,** Florham Park, NJ Summer 2019

Procurement Intern

* Used Excel to maintain contract information for over 40 vendors to provide supporting documentation for negotiations
* Attended RFP meetings to understand the bidding process and selection criteria for new vendors
* Reviewed critical supplier list to identify potential risks and present report to senior management

**GAP Inc.,** New York, NY September 2017- May 2019

Sales Associate

* Partnered with store manager to offer positive customer service environment
* Consulted with customers on merchandise to provide product knowledge and assist with purchases
* Communicated sales promotions and pitched credit card offers which increased monthly volume
* Managed cashier transactions, return sales, and resolved problems in timely manner

**SKILLS:**

* Proficient in Microsoft Office (Access, Excel, PowerPoint, and Word)
* Knowledge of basic QuickBooks
* Fluent in Spanish; conversational French

**HEADINGS/SECTIONS BANK:**

You can use a combination of any of the headings listed below. Depending on your circumstances, you may use one heading over another, or you might not use some of the headings at all. Education is one exception and should always be on your resume. It is recommended that when you use each heading, you use it in the order listed below.

**EDUCATION-** All students should list their education with Rutgers at the top. If you are a transfer student or first year student you can list your previous school underneath your Rutgers information; however, after your first semester it is recommended that you remove it. Make sure to list your degree, major, expected graduation date, GPA and for Accounting students, when you will complete 150 credits for the CPA exam.

**LEADERSHIP ROLES/CAMPUS INVOLVEMENT -** If you have held a leadership position in your involvement on campus or in a sports team, etc. list that experience here. You can also list accomplishments and achievements in this section such as achieving the Dean’s list or winning a scholarship.

**RELEVANT COURSEWORK-** This section is an optional section. It is recommended to use this section when you do not have relevant work experience. It will indicate to employers that you at least know the theory in your subject. It is recommended to use upper level classes and electives since most employers know that you will have taken the intro courses. Accounting majors do not need this section.

**SPECIAL PROJECTS-** This section is optional and recommended whether or not you have the relevant work experience. Special class projects tend to last a semester and have a large amount of work involved. It tends to simulate a project that someone might do on the job. Use this section to show what the project was, what some of the deliverables were, and how you achieved your goals.

**PROFESSIONAL EXPERIENCE-** Professional experience is highly recommended to put on your resume, but not all students have work experience so some of the other options should be used instead. Professional experience can be your work experience from a part-time or full-time job, an internship, co-op or other work experience you have.

**SKILLS-** List your skills and the level of skill that you have. It is recommended that you list your technical skills and other value adding skills that you have. You can also list certifications here as well.