

Sample Application Guide

GLOBAL SUPPLY

CHAIN MANAGEMENT



Your Guide to Crafting a Competitive Application

This packet will help you confidently create documents to apply for internships, part-time/full-time jobs, or other professional opportunities. Customize the content to create your own strong, tailored application packet. A strong application packet will include a cover letter, resume, and reference page showcasing your skills, experience, and potential for a specific job posting.

What's Inside

- ▶ **Sample Cover Letter**
A sample letter that introduces you to employers and highlights why you're a great match for the role.
- ▶ **Sample Internship Resume**
For students seeking internships. Highlights academics, coursework, and early experience.
- ▶ **Sample Entry-Level Resume**
Ideal for students or recent grads entering the workforce. Emphasizes transferable skills and accomplishments.
- ▶ **Sample Graduate School Resume**
For students applying to grad school. Balances academic and professional experience for a strong application.
- ▶ **Sample Reference Page**
A clean, professional sample format for listing references. Always ask permission first before listing someone.

Why a Cover Letter Matters

A cover letter gives you the chance to tell your story, something a resume alone can't do. It shows employers why you're interested in their opportunity, how you fit, and what you bring beyond the bullet points on your resume.

Top Cover Letter Tips:

- **Personalize it.** Address the hiring manager by name if possible.
- **Show your fit.** Connect your experience directly to the job and company.
- **Keep it focused.** Stick to one page—three strong paragraphs are enough.
- **Be genuine.** Let your enthusiasm and professionalism come through.
- **Proofread.** Spelling or grammar errors can cost you the interview.

Why Your Resume Matters

Your resume is often your first impression with an employer. It should clearly communicate your qualifications, align with the role, and make you stand out.

Top Resume Tips:

- **Tailor it.** Customize your resume to match the job description.
- **Lead with action.** Use strong action verbs and highlight your results.
- **Quantify achievements.** Numbers make an impact (e.g., "Increased sales by 20%").
- **Keep it clean.** Use clear formatting (margins all the same, between .5" and 1"), consistent fonts (Arial, Aptos, Calibri, and no smaller than 10 pts), and avoid errors. Use the **tab** key to move dates to the right (already preset).
- **Be concise.** Limit to one page if you're early in your career. No more than two pages.

Why References Matter

References are essential when completing online applications and when employers request them. References provide employers with trusted insights about your skills, work ethic, and character from people who've seen you in action.



Personalize the following document to reflect your unique strengths, experiences, and goals.

Need help? Contact Ilitch School Career Services—we're here to help you succeed—ilitchcareers@wayne.edu.

COVER LETTER GUIDE



WAYNE STATE UNIVERSITY
MIKE ILITCH
SCHOOL OF BUSINESS

Career Services

FIRST AND LAST NAME

City, State & Zip Code | Email Address | Phone Number | Your LinkedIn URL

Date

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

Dear Recruiting Team,

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 aligns closely with my academic background and 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.

Thank you for considering my application. 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 internship. I would appreciate the chance to interview at your convenience and look forward to connecting soon.

Sincerely,

Your First and Last Name

INTERNSHIP RESUME GUIDE



FIRST AND LAST NAME

City, State & Zip Code | Email Address | Phone Number | Your LinkedIn URL

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, GM/WSU Mike Ilitch School of Business Supply Chain Case Competition 20XX

SKILLS & 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

May 20XX – August 20XX

Name of Company or Organization – City, State

- Discuss your responsibilities and accomplishments achieved as they relate to the job duties in your posting
- 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

May 20XX – August 20XX

Company Name – Detroit, MI

- 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

May 20XX – December 20XX

Company Name – Detroit, MI

- 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.

ACTIVITIES

Member, Global Supply Chain Management Association

September 20XX – Present

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

- 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.

ENTRY-LEVEL RESUME GUIDE



FIRST AND LAST NAME

City, State & Zip Code | Email Address | Phone Number | Your LinkedIn URL

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 & 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

Collaboration: Works well both independently and in collaborative environments

EXPERIENCE

Supply Chain Intern

January 20XX – August 20XX

Company Name – City, State

- 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

May 20XX – August 20XX

Company Name – Detroit, MI

- 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.

ACTIVITIES

Member, Global Supply Chain Management Association

September 20XX – Present

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

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.

GRAD SCHOOL RESUME GUIDE



FIRST AND LAST NAME

City, State & Zip Code | Email Address | Phone Number | Your LinkedIn URL

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 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.

CERTIFICATIONS

APICS Certified Supply Chain Professional (CSCP), Coursera

May 20XX

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

June 20XX – December 20XX

Company Name, City, State

- 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.
- 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 efficiency.
- Collaborated with cross-functional teams to develop and implement supply chain strategies that align with company objectives.

Logistics Specialist

June 20XX – December 20XX

Company Name, City, State

- Oversaw the logistics operations for incoming shipments and managed relationships with third-party 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%].

AFFILIATIONS

Member, ASCM Michigan East

20XX – Present

Member, APICS Greater Detroit

20XX – Present

EDUCATION

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

Master's in Business Administration (MBA)

May 20XX

Bachelor's in Business Administration | Global Supply Chain Management

May 20XX

REFERENCES GUIDE



WAYNE STATE UNIVERSITY
MIKE ILITCH
SCHOOL OF BUSINESS

Career Services

FIRST AND LAST NAME

City, State & Zip Code | Email Address | Phone Number | Your LinkedIn URL

REFERENCES

First and Last Name

Job Title

Name of Company or Organization

City, St

Phone Number

Email Address

Relationship:

Mark Johnson

Department Manager

XYZ Company

mark.johnson@xyzlogistics.com

(248) 555-4567

Relationship: Internship Supervisor, Summer 20XX

Dr. Janet Smith

Global Supply Chain Management Professor

Wayne State University

janet.smith@wayne.edu

(313) 555-1234

Relationship: Academic Advisor and Course Instructor

Tina Patel

Supply Chain Analyst

General Motors

tina.patel@wayne.edu

(313) 555-7890

Relationship: Mentor through ACE Program