

Rachel L. Smith

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September 7, 2013

Ms. Susan Jones
Vice President of Human Resources
ABC Company
62 White Avenue
Cambridge, MA 02140

Dear Ms. Jones,

As an MBA marketing student with extensive international experience, I enjoyed meeting April Young at the etiquette breakfast and learning about ABC's expansion into the Latin American market. The opportunity to apply my strong data collection and analysis skills to identify new market opportunities as a marketing corporate resident would be exciting!

With a strong foundation working in business development and product management in multi-cultural organizations, including Worldwide Electronics and Saturn Electronics, I can add immediate value to the organization. As a very organized and self-motivated individual, I bring a high level of interpersonal and communication skills, an interest in enhancing business partner and distributor relations, and a technical degree in electrical engineering.

While managing one of Saturn's innovation projects -- a marketing and technology assessment of 100,000 customers' data -- my recommendation to target select geographic market segments contributed to a 15% increase in sales of Saturn's mobile phones.

Please contact me for an interview so we can explore your needs in detail. Thank you for your time and consideration.

Sincerely,

Rachel Smith

Andre Valdez

1 Lake Street Waltham, MA 01222

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January 24, 2014

Ms. Susan Jones
Vice President of Human Resources
ABC Company
62 White Avenue
Cambridge, MA 02140

Dear Ms. Jones,

Offering strategic thinking and international sourcing experience, I am excited to apply for the global supply chain sourcing analyst corporate residency posted on Northeastern's e-recruiting website. After learning about ABC's impressive and challenging international supply chain network from Jonathan Smith, I identified tremendous synergy between your needs and my qualifications. In addition to my solid understanding of business and finance, I speak fluent Spanish and bring enthusiasm to every project I work on.

Based on the qualifications you seek, I offer professional experience to add immediate value to this role, including:

- Negotiated and traded with companies from over ten different countries, developing the necessary understanding of foreign business cultures.
- Worked as an analyst with large data files, sharpening my analytical and computer skills.
- Communicated effectively with other departments, as well as with different levels of management, from the CEO to the field sales force.

The prospect of working with ABC to continually enhance supply chain effectiveness and develop a successful business relationship with your organization is very compelling. I welcome the opportunity to discuss this position with you in the near future.

Thank you for your time and consideration.

Sincerely,

Andre Valdez

John Smith

15 Chaise Street Andover, MA 01810 508-555-3720 smith.j@husky.neu.edu

October 22, 2013

Ms. Susan Jones
Vice President of Human Resources
ABC
62 Whittemore Avenue
Cambridge, MA 02140

Dear Ms. Jones,

With a strong foundation in MBA-level finance courses and background in technology, I am delighted to apply for your corporate residency in the Accounting/Finance Group. Your firm's impressive financial performance, strategic global growth plans, and need for a reliable corporate resident who can support the company's continued expansion is highly attractive to me.

As a successful system analyst, I realized key aspects of my work which I found most interesting are closely related to a corporate finance role. The following offers a few highlights of my qualifications which will add value to the department:

- Solid foundation in corporate finance: As a system analyst, I created computer models and programs for the financial reporting process, resulting in enhanced reporting accuracy and efficiency.
- Analytical skills: I supported a wide range of computer systems, analyzing problems and systems failures to develop timely solutions.
- Streamlining Operations: While managing a data center, I reduced hosting costs by 20% by evaluating options and selecting a new vendor. While reducing costs, I also achieved excellent customer service as demonstrated by positive user feedback in the quarterly customer service survey.

I welcome the opportunity to meet with you to discuss this position and how I can make a meaningful contribution to your organization. Thank you for your time and consideration.

Sincerely,

John Smith

Catherine A. Smith

100 Botolph Street

Boston, MA 02113

860-123-4568

smith.c@husky.neu.edu

January 14, 2015

Mr. Bradley J. Cooper
Director, Investment Research
XYZ Corporation
456 East 78th Street
New York, NY 12345

Dear Mr. Cooper:

Your corporate residency opportunity for an MBA credit intern posted on Northeastern's eRecruiting website captured my attention. Based on discussions with George Shaw and Mary Brown at a recent on-campus briefing session, your firm is growing by leaps and bounds thanks to its sound investment strategies and the diligence of the team. The company's reputation for exceeding customer expectations, use of cutting-edge technology and its relentless focus on the professional development of all team members is highly attractive to me.

As a second year MBA student focusing in the Finance career track, I offer an array of skills and prior work experiences that map to your needs, including:

- Strong analytical, market research and trend-spotting skills based on my two year tenure as an investment advisor at ABC Global;
- A successful history of continually enhancing customer relationships, resulting in loyal relationships and revenue contributions of more than \$2M to the ABC Global bottom line;
- Ability to manage multiple portfolios with unwavering diligence and attention to detail;
- Adaptability to quickly embrace changes in market, customer and internal needs;
- A strong work ethic and team orientation, with a genuine interest in the success of all colleagues.

Thank you for considering my application. The prospect of working with you and your team to advance the company's continuing global growth is very exciting to me, and I am confident I will add exceptional value to this role. I look forward to meeting with you to further discuss your needs and present my qualifications.

Sincerely,

Catherine A. Smith

JANE SMITH

600 Mystic Valley Parkway Arlington, MA 12345 540-303-2484 smith.ja@husky.neu.edu

April 7, 2014

Ms. Regina Kelly
The ABC Companies, Inc.
500 Webster Road
Framingham, MA 01701

Dear Ms. Kelly,

Your posting on Northeastern's eRecruiting website for the global sourcing and procurement financial analyst captured my attention, and it is with great enthusiasm that I apply for this position. Discussions with Jim Smith and Mary Johnson during Northeastern networking events ignited my strong interest in your company's commitment to developing the most efficient supply chain through comprehensive financial analysis. I believe my financial and project management skills, coupled with advanced Excel knowledge, will be assets to the company.

Currently, I perform financial analyses in a fast-paced, dynamic environment where I interact daily with several different business functions. The following highlights of my qualifications align very well with the needs you outlined in your job description:

- Analyzed financial statistics to determine if programs are compliant with government standards in order to forecast future work.
- Solved problems throughout all levels of a supply chain between a manufacturer, retailer, shipper, and an end customer.
- Evaluated customer purchasing history and developed personalized campaigns to encourage increased consumer activity.
- Facilitated and coordinated assignments in a team environment and coordinated aspects of a legal case.

Your position requires excellent analytical and communication skills, the ability to make difficult strategic decisions with precision and confidence, and collaborative work in a deadline-driven environment - the same skills and abilities developed throughout my career. It would be an honor to meet with you to further explore your needs and present my qualifications.

Thank you for your time and consideration. I will follow up with you on April 14 if you haven't had a chance to respond.

Sincerely,

Jane Smith

MARK BROWN

100 Tremont Street

Brighton, MA 02135

508-333-4444

brown.ma@neu.edu

March 12, 2014

Ms. Amy Smith
ABC Corporation
500 First Street
Cambridge, MA 02142

Dear Ms. Smith,

As a supply chain management professional with Six Sigma training, I am eager to add value to your company and business development in the role of global lean transformation leader at ABC Corporation. Your commitment to institutionalizing lean enterprise techniques to continually enhance operations and deliver exceptional service to patients around the world is a very compelling mission – one I am eager to contribute to.

As an operations process improvement leader at Aviation Corporation, I enhanced my strengths in lean methodologies, team leadership and ability to manage organizational change. While serving as a Kaizen event team leader, I led a diverse work team that designed and implemented an improved operational process. This resulted in a significant reduction to cycle time associated with upgrade kits.

While working at Logistics Inc., I led a project team tasked with designing the operational processes and IT model needed to support entrance into a new vertical market. This work enabled the company to develop a vibrant new revenue stream and reputation for agile customer service.

ABC Corporation's reputation for quality customer service and the ability to identify and deliver on new customer needs is exemplary. I look forward to speaking with you to discuss the position and your needs in greater detail.

Thank you for your consideration and time. I will follow up with you on March 19 if you haven't had the chance to respond.

Sincerely,

Mark Brown

MARY THOMPSON

800 5th Street Boston, MA 02127 617-970-1111

thompson.m@husky.neu.edu

July 12, 2014

Mr. Luke Davis
Cool Toys Company
1600 Massachusetts Avenue
Boston, MA 02115

Dear Mr. Davis:

You are seeking a unique combination of skills for the brand marketing associate position – a creative, passionate professional with leadership qualities who thrives on the quickly bringing new toys to market -- while ensuring the highest safety and quality standards. With four years of consumer product marketing experience, an MBA and excellent written and verbal communication skills – I have the ideal skills for this role.

As outlined below, my professional experience aligns with your needs in many ways, including:

Your Needs	My Qualifications
<ul style="list-style-type: none">• “Involvement in primary research projects”	<ul style="list-style-type: none">• Conducted focus groups to generate new product ideas.
<ul style="list-style-type: none">• “Provide monthly industry analysis of key categories”	<ul style="list-style-type: none">• Analyzed competitive data on industry categories on a monthly basis and reported findings to senior management, enabling them to make effective business decisions.
<ul style="list-style-type: none">• “Track weekly sales of brand skus, project full year sales”	<ul style="list-style-type: none">• Worked on brand team to develop accurate forecasting for brands and skus.
<ul style="list-style-type: none">• “Assist with execution of promotions”	<ul style="list-style-type: none">• Conducted annual review of event promotions and recommended effective ways to leverage budget and resources.

I look forward to exploring your unique needs for this position and presenting my qualifications in more detail. Please feel free to contact me as indicated above.

Thank you for your time and consideration. I will follow up with you on July 21 if you haven’t had a chance to respond.

Sincerely,

Mary Thompson