Cover letter samples

Mark Brown

508-333-4444 brown.ma@husky.northeastern.edu linkedin.com/in/markbrown1

SUMMARY

Supply chain management professional with a proven track record of successfully managing logistics operations and leading multi-functional work teams within a distribution center. Experience managing projects and solving problems by analyzing data and utilizing Lean and Six Sigma tools to improve processes.

EDUCATION

2021

NORTHEASTERN UNIVERSITY, Boston, MA
D'Amore-McKim School of Business
Master of Business Administration
Concentration in Supply Chain Management

2008

UNIVERSITY OF MASSACHUSETTS, Amherst, MA
Bachelor of Business Administration
Major in Operations Management

PROFESSIONAL EXPERIENCE

2020

AVIATION CORPORATION, Chelsea, MA
Operations Process Improvement Leader – Corporate Resident

- Improved the cycle time and ergonomic aspects of the engine upgrade kit process by applying Lean and Six Sigma principals and utilizing change management techniques
- Served as team leader and facilitator for a Kaizen event
- Developed and published reports to track the daily performance of support center
- Utilized Lean and Six Sigma principles to reduce order fulfillment time and to improve customer service; managed distribution center relocation

LOGISTICS INC., Waltham, MA 2017–2019
IT Business Analyst and Designer

- Led a "Define for Six Sigma" project; developed an operational and IT model for a consumer direct fulfillment initiative by defining the business requirements, sizing the market, and performing a cost-benefit analysis
- Managed an international project team to design, develop, and implement an interface between a legacy CRM software application and SAP by creating a project schedule and managing the budget, risk and manpower
- Mapped inventory serialization requirements against industry best practices and current organizational capabilities

ENERGY CONSERVATION, INC., Worcester, MA 2009–2017
Project Manager (2013–2017)

- Coordinated scheduling of manpower and purchasing of materials ensuring that project deadlines were met
- Lowered job costs by up to 50% through value engineering

Estimator (2009–2013)

- Collaborated with team members, customers and suppliers when composing job cost estimates and bidding on projects resulting in a revenue increase of approximately $3 million

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TECHNICAL SKILLS

- Microsoft Excel and Project

PROFESSIONAL AFFILIATION

- Council of Supply Chain Management Professionals

SAMPLE GRID #1: GLOBAL LEAN TRANSFORMATION LEADER

The company's needs	Specific example of your qualifications and benefits to the company (related to this position)
Lead activities to institutionalize the use of Lean enterprise techniques	Experience managing projects and solving problems by analyzing data and utilizing Lean and Six Sigma tools to improve processes
Lead the review and analysis of business processes to ensure quality, efficiency and improvement	Aviation Corp: Utilize Lean and Six Sigma principles to reduce order fulfillment time and to improve customer service; manage distribution center relocation
Educate and coach others on process improvement philosophy and application	Logistics: managed an international project team to design, develop and implement an interface between legacy CRM software application and SAP

SAMPLE COVER LETTER #1: TRADITIONAL PARAGRAPH FORMAT

Mark Brown
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November 12, 2021

Ms. Amy Smith
Director, Corporate Recruiting
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 ready 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 is known for enhanced customer service and an exemplary ability to identify and deliver on new customer needs. I would appreciate the opportunity to speak with you to discuss the position and your needs in greater detail.

Thank you for your consideration and time.

Sincerely,

Mark Brown

Regina Cortez
321-456-6789 cortez.reg@husky.edu linkedin.com/in/rcortez

August 23, 2021

Mr. Peter Harris
Chief Executive Officer
Pacific Coast Pharmaceuticals
111 Mountainview Highway
Ventura, CA 93001

Dear Mr. Harris,

Due to my proven record of successfully creating detailed models and conducting data analytics, I was immediately captivated by your recent posting on LinkedIn for a Business Analyst. The variety in potential products and the leadership opportunities described offer an exciting work environment for someone who truly enjoys analysis and continuous learning.

In my role at Essent Agro, I created detailed production models in a fast-paced, dynamic environment and presented the results to group leadership. I also gained experience and learned a lot about the macro-economic environment through a project that led to senior leadership identifying a new investment opportunity. Below, I've listed personal experiences that highlight my qualifications and showcase how they align with the needs you outlined in your job description, including:

- Prepared monthly reporting packages that summarized supply and demand data for the fertilizer industry and presented results to senior management on two separate occasions.
- Created detailed financial models using Python for two gas exploration products and present the results to the group Vice President.
- Worked in teams in both my graduate program and demonstrated my leadership skills as Team Captain at the Relay for Life in 2020 and 2021.
- Demonstrated my commitment to continuous learning by pursuing a Master of Science in Business Analytics degree.

The Business Analyst position requires excellent analytical and communication skills and an ability to learn new concepts quickly—the same skills and abilities I have been developing through my education and experience. It would be an honor to be a part of Pacific Coast Pharmaceuticals to further its mission. I look forward to meeting with you to further explore your needs and present my qualifications. Thank you for your time and consideration.

Sincerely,

Regina Cortez

SAMPLE COVER LETTER #3: CHART FORMAT

Dayamai Banerjee
617-970-1111 d.banerjee1@husky.northeastern.edu linkedin.com/in/banerjee.d

October 12, 2021

Mr. Luke Davis
Senior Director, Consulting Division
Deloitte
1600 Massachusetts Avenue
Boston, MA 02115

Dear Mr. Davis,

Due to my ability to appropriately handle and efficiently manage financial risk advisory, I was immediately drawn to your recent posting for a Consulting Services Senior. The exposure to challenges in helping clients with risk governance issues and designing control offers an exciting work environment for someone who wishes to advance within the consulting industry.

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

Your Needs	My Qualifications
• Exposure to and experience dealing with credit risk issues	• Analyzed credit risk exposures for derivatives, funds, and securitization products in accordance with Basel III regulations
• Communication skills	• Interacted with stakeholders effectively leading to a successful project execution
• Ability to learn new concepts quickly	• Demonstrated fast-learning abilities by obtaining Anti-Money Laundering and Global Sanctions Specialist certifications when anti-money laundering projects surged
• Master of Finance or Quantitative Finance degree	• Pursuing a Master of Quantitative Finance degree from Northeastern and scheduled to complete the program in 2022

The Consulting Services Senior position requires a thorough knowledge in financial products and regulatory matters, as well as experience in risk management—the same skills and experience I have been developing through my career and education. It would be an honor to be a part of Deloitte and further its mission to deliver excellence to all clients. I would welcome the opportunity to meet with you to further explore your needs and present my qualifications. Thank you for your time and consideration.

Sincerely,

Dayamai Banerjee

Northeastern University
D'Amore-McKim School of Business
Graduate Career Center

LVX
VERITAS
VIRTVS

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