

Resumagic.com: Networking Cover Letter Sample

John Smith

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March 9, 2004

Name, Job Title
Company Name
Address
City

Dear Sir or Madam:

I am currently finishing work on my MBA and am searching for an opportunity where I can complete approximately three months of work on a supply chain management-related project, which has been the focus of my MBA studies and my work as a Supply Chain Manager at XYZ Corporation for the last eleven years.

Specifically, I am looking for a challenging project that would involve an audit of an existing supply chain in order to identify areas needing improvement or a project that would require designing a supply chain system from the ground up. Then, after completing my MBA, I would like to be offered a full-time position as an executive with your company.

The enclosed curriculum vita outlines my experience and accomplishments, as well as pertinent industry involvement and graduate preparation. Of particular interest to your company would be the following:

- Eleven years of experience in supply chain management and logistics with XYZ Corporation where I have gained considerable expertise in reducing production costs significantly by streamlining operations and improving the workflow process
- Proven ability to effectively manage, train and negotiate with labor in order to improve worker morale and productivity and lower labor costs

I am particularly interested in living and working in China and hope to be placed in a management position with your company in that country. It is important to note that I have lived in China for one year and, as part of my MBA program, I recently completed a six-month long Chinese language course at East China Normal University and a three-month long course in foreign trade at the Shanghai Institute of Foreign Trade in Shanghai, China. I am fluent in English and German and have a working knowledge of French.

If your need is for someone with my qualifications, drive and enthusiasm, you may reach me by telephone at or at the email address above. I would be happy to tell you more about my project work. I hope to be hearing from you soon. Thank you for your consideration.

Sincerely,

John Smith

enclosure