

Your street address  
City, State Zip code

Date

Mr. Bob Smith  
Transportation Resources Corporation  
1234 North 1<sup>st</sup> Street  
Tempe, AZ 85016

Dear Mr. Smith:

I am applying for the Logistics Manager position with the Transportation Resources Corporation (position #12345). I reviewed the posting for this job on ASU's Sun Devil CareerLink. I am very excited about the prospects of this position and feel that my education and experience make me a well qualified candidate.

I am currently a full-time student at Arizona State University (ASU) in Tempe, Arizona. I am scheduled to graduate in May 2011 with a Bachelor of Science in Supply Chain Management. In addition to maintaining a 3.75 cumulative GPA in a challenging academic program, I have been fortunate to participate in several supply chain and logistics research projects. Most recently, in my capstone business course, I worked on a student team to evaluate the supply chain flows of corporations in the airline industry. As a team, we presented comprehensive results and recommendations to our peers and a group of Supply Chain faculty.

I have relevant experience as a Logistics Intern with bigbox.com. This internship has helped me in terms of applying my education in practical business environments. In this position I have been given responsibility for scheduling front line staff in the Tempe office. While challenging, I really enjoy the process of determining what types of resources are needed to fulfill daily shipping and receiving requirements. In the spring semester I am scheduled to present about my experience at bigbox.com to the Supply Chain Management Association student organization at ASU.

Thank you for taking the time to review my application. I look forward to hopefully meeting with you in the future to discuss your position and my qualifications. If you have any questions please feel free to call me at 480-123-4567 or email me at myname@asu.edu.

Sincerely,

(sign here)

Your Name

