

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:

This letter is to express my sincere interest in 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 am currently participating as a Logistics Intern with bigbox.com. This experience 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 requirement. 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 or email me at any time.

Sincerely,

(sign here)

Your Name

