

TOOLKIT FOR M.S. in SUPPLY CHAIN MANAGEMENT STUDENTS

You may use this toolkit as a specialized and convenient resource with updated business and career information relevant to your graduate business degree, education, and career development.

Access and customize your 4-page [Quinlan Graduate Business Individual Career Progression Plan](#)

Information included in this toolkit:

- ✓ Career resources
- ✓ Key components of a cover letter
- ✓ Sample cover letter
- ✓ Key components of a professional resume
- ✓ Sample resumes
- ✓ Relevant job titles
- ✓ Professional organizations
- ✓ Interview preparation

Career Resources

[Handshake](#) – Loyola University Chicago’s interactive career management tool that connects students to alumni and employers. Read current and relevant job and internship descriptions to help you know marketable and desired knowledge, skills, and experience.

[GoinGlobal](#) – Offers a variety of resources for those interested in gaining experience abroad. Research career guides that are city, state, and country specific; or take a look at lists of companies that have submitted H1B applications within the past 12 months in your area. You can also perform a targeted global internship or job search using several criteria.

[O*NET OnLine](#) – Online tool for career exploration and job analysis.

[Crain’s Chicago Business](#) – Login with your LUC user ID and password to access online content through Loyola University Libraries.

[Wall Street Journal](#) – The Wall Street Journal is the world’s leading business publication with coverage of the last 90 days and search abilities back 4 years. Login with your LUC user ID and password to access online content through Loyola University Libraries. Every 180 days users must refresh (or click through Libraries’ link again).

Key Components of a Cover Letter

A cover letter is your customized written introduction of yourself relevant to your job search interests (it may also be a digital email message) and it may be read before, and/or after, you and/or your resume has received a hiring professional's attention. The cover letter is concise and should complement the resume by specifically highlighting your qualifications and experience relevant to why you are a match for the specific position and company/opportunity.

Be particularly responsive to the job or internship description requirements.

Your cover letter may also be read and re-read before, during and after your interview(s) by a number of individuals involved in the selection and hiring process.

Also, you may type the key components of a cover letter, into an email message body and attach a resume PDF, as mentioned in the cover letter/email message.

Visit [here](#) for the Business Career Services cover letter guide.

From the top:

Your Heading: This usually includes your first and last name (middle initial optional). Your street address, city, state and zip code serves as the mailing address included in all business letters. You may also format it similarly to the heading on your resume.

Full Date: (Month, Date, Year) This is important as cover letters are not time stamped like email messages.

Employer's heading: This includes Employer's/Recruiter's name (if known*)
Employer's Title, Name of Company/Organization, Street Address, City, State, Zip Code

Salutation: Dear Mr./Ms./Dr. (Last name of contact):

or

Dear Hiring Manager/Recruiter (*If the last name of the contact is unknown):

(Do not write: To Whom It May Concern)

Paragraph 1: Address your specific reason for writing to the individual/company as it relates to the employer's hiring or talent needs. Distinguish yourself in the first paragraph to give them some context:
As a Master of Science in Supply Chain Management student at the Quinlan School of Business with 2+ years of operations experience ...

Paragraph 2 and 3: Describe how your skills, knowledge and experience and other attributes qualify you for the position and demonstrate that you are well-suited for the opportunity. Indicate confidence that you will excel in the role and be an asset to the organization/employer.

Paragraph 4: Show gratitude and mention follow-up or next steps in closing and ending the letter

Signature:

Sincerely,

Full first and last name

Signature as appropriate

If resume is attached or enclosed: mention this.

Sample Cover Letter

Mary S. Business
1000 N. State Street
Chicago, IL 60601

February 1, 2020

Ms. Samantha Hanson
Supply Chain Information Systems Manager
XXX Firm, LLP, 122 N. State Street, #3000
Chicago, IL 60603

Dear Ms. Hanson,

It was a pleasure to meet you at the recent Business Career Fair hosted at Loyola University Chicago Quinlan School of Business. I appreciated your insightful remarks about new emerging supply chain management development and the impact on your business strategy, as well as future career opportunities at XXX. I am also writing to express my strong interest in the Supply Chain Management Summer Internship you mentioned. I am confident that my knowledge of supply chain management complemented with strong analytical and leadership skills will enable me to add value to your supply chain team and the clients you serve.

Currently, I am pursuing my M.S. in Supply Chain Management degree at Loyola University Chicago Quinlan School of Business and expect to complete it in May of 2020. I offer analytical and operational knowledge and skills, and have effectively applied new knowledge gained in a variety of graduate business courses including (list titles of relevant courses). While working for the past 3+ years at XYZ International Corporation's headquarters, I have applied a variety of cutting-edge software tools to successfully execute multiple, enterprise-wide projects and have effectively delivered dynamic presentations to senior leaders and other strategic decision-makers.

I also bring a track record of taking initiative and demonstrating strong leadership skills as evidenced by my success in designing a new sustainability training program which I proposed to our COO. The training program was well-received and our senior leaders asked that I introduce it into our company's new employee onboarding training program. It is now a required piece of our annual employee training. As Vice President of the Supply Chain Management Association Chapter, I organized a conference for over 20 consultants from 6 different countries and launched a successful membership drive that increased members by 20% in the first year by developing new partnerships and collaborations using social media platforms. I have also participated as a mentor at Loyola and in my community, where I have supported others in their professional growth and development.

Thank you in advance for your thoughtful consideration of my qualifications. I would be thrilled to bring my skills and talents to your global strategic operations. I have attached my resume and welcome the opportunity to talk with you further or schedule a face-to-face meeting at your convenience.
Sincerely,

Mary S. Business
[Signature]

312-888-2322
mbusiness@luc.edu

Enclosed: Resume

Key Components of a Professional Resume

Heading: This usually includes first and last name (middle initial optional). Your street address is not usually needed; city and state is often sufficient. Include one phone number and one email address, as this is required. LinkedIn URL is optional though frequently listed.

Professional Profile or Professional Summary: This can vary in length (2-4 lines) and format, however, aim to make it concise and demonstrative of the overall value you offer as a professional. You may include your unique strengths, skills, year of industry experience in a way that distinguishes you and matches you to the position/role you are seeking.

Core Competencies or Skills: These can be listed in bullet-pointed columns (usually 6-9).

Education: This is listed in reverse chronological order, so the master's degree/university is listed before your bachelor's degree and institution. Always include location, city, state, (country if it is international).

Example:

Loyola University Chicago, Quinlan School of Business	Chicago, IL
Master of Science in Supply Chain Mangement	Expected Graduation Month, Year

- ✓ Include cumulative GPA if it is 3.5/4.0 or above
- ✓ List names of completed courses and/or courses in progress, though distinguish which they are

Professional Experience: Always include most relevant work and professional experience.

Example:

Name of the Organization	City, State, Country
Job Title	Start Month, Year – End Month, Year
<ul style="list-style-type: none">• Include 3-6 bullet points that convey your challenges, achievements, and results• Quantify and/or qualify results to offer specific, measurable and memorable accomplishments that convey the value to the organization	

Follow this formula when writing bullet points: Action Verb + Task = Impact

- Reflect Challenge, Achievement, Result (CAR)
- Quantify and Qualify Results when appropriate

Professional Affiliations/Associations: It is encouraged to include.

Example:

Association for Supply Chain Management, Member	2019-Present
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Leadership: It is encouraged to include.

Community Service/Volunteerism: It is encouraged to include.

Awards and Recognition: It is encouraged to include.

Resume Design

There is quite a bit of variability in resume design and format today, however, there are some basic guidelines shared by many recruiting and career professionals.

Recommended fonts: Arial, Georgia, Garamond, Helvetica, Calibri (10-12-point font size. Your name may be slightly larger than the rest of the content on the resume).

Formatting and Readability: Send as a PDF unless requested in another format. Name the document "Your Full Name_Resume" or something similar.

One page is frequently considered appropriate for graduate students with 1-5 years of experience depending on your scope of experience and accomplishments. If the resume is more than 1 ½ pages, it may be better to condense it to one page or assure that it is a compelling, full two pages of content.

Ensure all spacing is correct and leverage white space. Use only text as opposed to symbols or text boxes. Avoid using first person pronouns like "I", and "we".

Customization: Create a basic resume which reflects all your experience and then customize it each time you apply to a new role by being responsive to the job description and requirements. Be sure to match key competencies, qualification, skills, or company values listed in the job description to which you are applying.

After you create an updated draft of your resume, login to [Handshake](#) to schedule a personalized resume review appointment. During your appointment you will receive strategic resume customization recommendations that will be based on your unique career goals from your Graduate Career Coach.

Sample Resume

MARY S. BUSINESS

Chicago, IL | mbusiness@luc.edu | 312-888-2322 | LinkedIn/URL

PROFESSIONAL PROFILE: Results-oriented, strategic business professional pursuing M.S. Supply Chain Management degree with 3+ years of experience in multinational manufacturing and transportation companies. Strong analytics, logistics and operational achievements resulting in improved efficiencies and proven cost savings.

CORE COMPETENCIES:

Data Analysis • Forecasting, • Quality Control • Project Management
Strategic and Critical Thinking • Supply Chain Management • Proficient in MS Excel

EDUCATION:

Loyola University Chicago, Quinlan Graduate School of Business
Master of Science in Supply Chain Management

Chicago, IL
Expected May 2020

Cumulative GPA: 3.8/4.0

Highlighted completed courses:

Miami University, Farmer School of Business
Bachelor of Science in Business Economics, Minor in Spanish

Oxford, OH
May 2017

PROFESSIONAL EXPERIENCE:

Multinational Corporation

Chicago, IL

Operations Development Associate

Start Month, Year – End Month, Year

- Supported leadership team and effectively identified operational and technical processes to assure accuracy in effective daily operations of business enterprises and consistently exceeded the quality target goals
- Selected by manager to train 3 new employees in overall department onboarding and operations and was chosen for Company's Future Leaders Development Program based on strong performance and leadership potential
- Researched, reviewed, wrote and edited new policies and procedures as assigned by operations leadership team resulting in achieving goals ahead of schedule and earning favorable reviews from operations director
- Analyzed reports and assured accuracy and compliance with regulatory requirements

ABC International Corporation

Chicago, IL

Business Intern

Start Month, Year, - End Month, Year

- Applied Microsoft Project and SharePoint to effectively assist team of operational managers with planning and allocating resources for a large-scale software conversion that was successfully implemented 2 days before the deadline
- Analyzed large data sets and reported on trends that impacted quarterly costing reports and monitored division expenditure variance
- Selected by manager to lead a new project management software review and trial that resulted in presentation to managers and recommendations for successful produce purchase
- Assisted manager in generating budget proposals and monitoring projects that ensured accuracy

PROFESSIONAL AFFILIATIONS:

Association for Supply Chain Management, Member
APICS, Member

2019-Present
2017-2018

Relevant Job Titles

- Supply Chain Manager
- Material Requirements Planning Manager
- Solution Design and Analysis Manager
- Global Supply Chain Director
- Global Supply Chain Vice President
- Global Consumer Sector Vice President

Professional Organizations

Connect with Loyola and Quinlan Business Leadership HUB resources, programs, events, and networks for continuous learning and professional development

[Loyola Business Leadership Hub](#) – The Loyola Business Leadership Hub draws on expertise of Loyola students, faculty, staff, and global connections to help organizations succeed. The Loyola Business Leadership Hub has broad business knowledge and insights with centers specializing in [social enterprise and responsibility](#), [family business](#), [supply chain](#), [risk management](#), [professional development](#), [student-run business](#) and [innovation](#).

[Ignite Lab](#) – The Ignite Lab enables students, staff, and faculty at Loyola University Chicago to turn their entrepreneurial ideas into reality.

[Loyola's 1871 membership](#) – 1871 connects early-stage startups with educational resources, potential investors, and a community of like-minded individuals and companies. Loyola's 1871 membership is available to current students, faculty, and staff from any area of the university, who can demonstrate that they are engaged in entrepreneurial pursuits that would be advanced by accessing 1871.

Connect with professional multicultural national associations and resources

[Prospanica](#)

[National Black MBA Association](#)

[Ascend Pan-Asian Leaders](#)

Connect with national associations and resources; conferences, programs, events, networks, and webinars for continuous learning and professional development

Association for Supply Chain
Management
[APICS](#)

[Council of Supply Chain
Management Professionals](#)

[Institute for Supply
Management](#)

Preparing for Interviews

- [How to Ace the 50 Most Common Interview Questions](#)
- [Preparing for a Skype Interview](#)
- [5-Minute Interview Review](#)
- [Supply Chain Management Interview Questions and Answers](#)