

Jordan Junior

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Month Day, Year

Emily Bennett
University Recruiting Specialist
Acme Manufacturing, Inc.
2500 Innovation Drive
Knoxville, TN 37932

Dear Ms. Bennett:

I am excited to apply for the Operations Intern position at Acme Manufacturing. I learned about this opportunity through Handshake and was immediately drawn to your company's commitment to innovation, continuous improvement, and employee development. As a junior majoring in Supply Chain Management at the University of Tennessee, Knoxville, I am eager to apply my analytical thinking, collaboration skills, and attention to detail while contributing to a team focused on solving real business challenges.

Through my coursework, I have developed a strong foundation in operations, logistics, and process improvement. In my Operations Management course, I collaborated with a team of four students to analyze a manufacturing simulation and recommend workflow improvements. By evaluating production bottlenecks and presenting data-driven recommendations, our team improved efficiency by 15% within the simulation. This experience strengthened my ability to analyze complex problems, communicate ideas effectively, and work collaboratively toward a shared goal.

Beyond the classroom, my role as a Student Assistant with University Libraries has strengthened my organizational skills and commitment to accuracy. I manage large volumes of materials while maintaining detailed records, assisting patrons, and supporting daily operations in a fast-paced environment. Training new student employees has also helped me develop leadership, clear communication, and the ability to explain processes in a supportive and approachable way. These experiences have prepared me to contribute to projects that require precision, adaptability, and teamwork.

I would welcome the opportunity to contribute to Acme Manufacturing while continuing to develop my knowledge of operations and supply chain management. Thank you for your time and consideration. I look forward to the opportunity to discuss how my experiences and enthusiasm align with the goals of your team. I can be reached at 865-555-5555 or jjunior@vols.utk.edu.

Sincerely,

Jordan Junior