

Preyesh Kapoor

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Month Day, Year

Sara Dawson
Recruiting Coordinator
Mohawk Industries
160 S. Industrial Blvd.
Calhoun, GA 30701

Dear Sara Dawson:

I am excited to apply for the Global Sourcing Intern position at Mohawk Industries. I learned about this internship by speaking with representatives of Mohawk Industries at the University of Georgia Spring Career and Internship Fair. I am interested in working for an organization that prioritizes innovation and makes products sustainably. I am confident that my collaboration skills, operations knowledge, and attention to detail will help me exchange ideas to develop solutions to business challenges.

As a management major in the Terry College of Business, I have the opportunity to collaborate in group projects while learning about improvement of production processes. In my Operations Management course, I contributed with a group of four students to simulate just-in-time philosophies in a manufacturing environment. Our creative solution led to a 12% downtime decrease and significant labor costs savings. Working with this team improved my communication skills by openly discussing potential solutions and clearly outlining shared responsibilities to improve the project's success. I look forward to leveraging my operations knowledge when researching best practices.

In addition, my on-campus position as a Student Shelving Assistant at the UGA Main Library has sharpened my attention to detail and organizational skills. In this role, I sort carts of books to their respective floors and shelve the books into assigned sections. I also shelf-read sections of materials to ensure correct call number order. Training new students on our processes and systems helps me emphasize the importance of an organized approach to achieving our unit goals. I hope to apply the same attention to detail in collecting data and documenting standard operating procedures.

If given the opportunity, I am confident I can succeed as a Global Sourcing Intern. I am eager to approach supply chain issues on an international scale regarding freight costs and imported goods. Thank you for your consideration. Should you require any additional information or like to speak with me further about my qualifications, please contact me at 706-UGA-1785 or pkapoor@uofga.edu. I look forward to meeting with you soon!

Sincerely,

Preyesh Kapoor