

Preyesh Kapoor

Athens, GA 30605 ▪ (706) 555-1212 ▪ myname@fauxmail.edu ▪ linkedin.com/in/my_profile

February 20, 2021

Sara Dawson
Recruiting Coordinator
Koch
555 Tate Drive
Athens, GA 30602

Dear Sara Dawson:

It is with great enthusiasm and interest that I am submitting this letter and resume as application for the Operations Intern position with Koch. I was excited to learn of this internship through communicating with Koch representatives at the University of Georgia Spring Career and Internship Fair. I am confident that my collaboration skills, attention to detail, and operations knowledge make me an excellent candidate for this position.

As a management major in the Terry College of Business, I have completed a number of courses that have equipped me with the content knowledge necessary to succeed in this role. For instance, in my Operations Management course, I collaborated 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, as I needed to openly discuss potential solutions and clearly delegate tasks to guarantee the project's success.

In addition, my on-campus position as a student assistant in the Fanning Institute has sharpened my attention to detail and organizational skills, which are two abilities that will help me to succeed as an Operations Intern. In this role, I maintain detailed records and ensure that they can be easily and quickly located when needed. I also designed a new Excel spreadsheet to track expenditures, which has helped my colleagues to save valuable time as they complete their daily tasks.

If given the opportunity, I am confident I can exceed your expectations as an Operations Intern. Thank you for your time and consideration. Should you require any additional information or like to speak with me further about my qualifications, please contact me by phone at (706) 555-2020 or by email at myname@fauxmail.edu. I look forward to meeting with you soon!

Sincerely,



Preyesh Kapoor