

Resume sample & references

Amanda K. Getajob

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EDUCATION

Michigan State University, East Lansing, MI May 2018
 Eli Broad College of Business
Bachelor of Arts, Supply Chain Management
Minor in International Business
 Major GPA: 3.75/4.00; Cumulative GPA: 3.35/4.00
 Sparty Foundation Scholarship Recipient; Dean's List: 3 Semesters

International Business Study Abroad, Western Europe May 2016

PROFESSIONAL EXPERIENCE

General Motors, Detroit, MI June – Aug. 2016
Supply Chain Intern

- Increased next-day deliveries of dealer referral orders by 50 lines per month, impacting 100 dealers in North America through the creation of a new order pulling process
- Executed a regional \$100,000 materials budget to reduce the expense of required materials
- Managed relationships with 3 suppliers to ensure a collaborative relationship and maximize the interactions
- Presented potential cost-savings plan to 12 upper level executives for further review

EY, Chicago, IL May – Aug. 2015
Core Tax Intern

- Collaborated with a team of 6 interns and professional staff to complete compliance work, finishing 4 weeks ahead of the budgeted schedule
- Provided tax compliance services on an international, federal, state, and local to multiple clients, including trusts and multinational corporations
- Developed an Excel workbook to expedite the preparation process resulting in time saving in excess of 150 hours

OTHER RELATED EXPERIENCE

Michigan State University Culinary Services, East Lansing, MI Jan. 2015 – Present
Student Cook

- Provided courteous and prompt customer service to guests in a dining hall for approximately 7,500
- Attained full responsibility for completion of daily projects of front-kitchen team and supervision of 4 other co-workers in the front kitchen
- Mentored a novice prep chef in basics of food preparation until she attained sufficient competence to be independent contributor to team
- Ensured all service and preparation areas were kept clean and met sanitation standards

Lindow's Lawns, Milford, IL Summers 2014, 2015
Exterior Designer

- Increased revenue by over 9% by implementing "Sunday Special" lawn care promotion
- Designed and implemented a training program to onboard 4 new staff members
- Managed and held responsibility for balancing daily cash flow of \$300

ACTIVITIES & SKILLS

MSU Supply Chain Management Association, *Vice President* Aug. 2016 – Present
Phi Chi Theta, Professional Business Fraternity, *Member* Aug. 2014 – Present
Deloitte Financial Accounting Case Competition, *Participant* Aug. 2015 – June 2016
Chinese and English Language, *Fluent*
Bloomberg Certified in Equities and Commodities

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PROFESSIONAL REFERENCES

Mr. Marcus Washington, former internship supervisor
Supply Chain Manager, General Motors
(313) 555-0101
marcus.w@gm.com

Ms. Leann Vollman, current supervisor
Chef & Student Cook Supervisor, Michigan State University Culinary Services
(517) 555-0135
leannvol@msu.edu

Dr. Kelley Cochran, study abroad faculty leader
Director of International Business Study Abroad Program, Michigan State University
(517) 555-0197
kelleeyco@msu.edu

Mr. Marc Chen, advisor for student organization
Advisor, Michigan State University Supply Chain Management Association
(517) 555-0162
Chen1234@msu.edu

How to find people for references & recommendations

Start early (now!) and be intentional about cultivating (and maintaining!) relationships with your professors, employers/supervisors, student org advisors, and others. Meet with Career Services for more tips on how to initiate and sustain connections.

Quick Tips: References

Tip #1: Figure out who to ask

Choose people who know you well and will provide a positive review of your work. References should be able to talk about your skills, qualities and performance in a professional or classroom setting. Approach people you've worked with recently (they'll remember more about you!)

Tip #2: Ask for permission and provide context

Ask people if they'll be your Reference before sharing their contact information. Provide them with your resume and relevant job postings so they can better advocate on your behalf!

Tip #3: Have your references page ready to go!

Create a polished, stand-alone References page that matches the formatting of your resume (and don't include on your resume Reference info or write "...available upon request.") **Only provide references when requested!**

Quick Tips: Letters of Recommendation

Tip #1: Strategic selection

Ask for a recommendation letter from people you know who can speak to your ability to succeed in a rigorous academic environment (professors, academic advisors) and which can speak to your fit for the profession (current/former supervisors, mentors who know you well).

Tip #2: Choose current contacts

People who know you well today (vs. two years ago) will be best positioned to speak on your behalf. Prioritize recent or well-maintained contacts over older ones!

Tip #3: Submit your request 4-6 weeks in advance

Provide clear instructions (format, submission steps), copies of your application materials, and a deadline. Bonus points if you remind them what aspects of your application they're best positioned to speak about. Always be grateful for their time!

