

Saint Mary's College  
1000 Holy Cross Hall  
Notre Dame, IN 46556

October 29, 2011

Mead Johnson  
1400 West Lloyd Expressway  
Evansville, IN 47721

To the Director of Human Resources:

I am writing to apply for the position of Engineering/Supply Chain Intern at Mead Johnson, which I discovered through the Mead Johnson website. As a native of Evansville, I am constantly aware of Mead Johnson's contributions to our society and world. I am particularly interested in this position because of Mead Johnson's outstanding commitment to pediatric nutrition. As a Mathematics student, I possess the ultimate problem-solving skills that would be beneficial in this position. In addition, I believe the communication and analytical skills that I have gained through my job experience and academics at Saint Mary's College make me ideally suited for this position and would allow me to contribute significantly to Mead Johnson's daily supply chain operations.

The Engineering/Supply Chain Intern will need outstanding communication skills to collaborate with team members to discover issues and implement solutions, thereby improving the effectiveness of manufacturing operations. As a Saint Mary's Phonathon caller, I have gained the verbal communication skills that would make me successful in doing just that. I work as part of a team to encourage alumnae and parents to donate to Saint Mary's. In addition to Phonathon, I tutor students struggling in various areas of mathematics. I engage with the student to discover problem areas, work toward establishing a process of solving problems, and understand overarching concepts.

In addition to communication skills, the Engineering/Supply Chain Intern must possess analytical skills, such as data and optimization analysis. As a part of the International Baccalaureate Program, I was required to complete two major research papers. In one of these papers, I analyzed data referring to the effectiveness of drip and spray irrigation on cotton agriculture. Through my findings, I made a suggestion to Australia's Department of Agriculture on which irrigation practice would be the most environmentally sound. I am also proficient in the application of Excel linear programming to business optimization problems. In my Principles of Operations Research course, I worked with a team to find optimal production and shipping plans of a company's product given certain restrictions. I also utilized sensitivity analysis to develop cause-and-effect strategies in reference to the production plan.

Currently, I have secured an internship for this coming spring semester with the Department of Institutional Research at Saint Mary's College. During this internship, I will participate directly in the testing, analysis, and interpretation of large data sets. I will use SAS and SPSS statistical programming to test and model the data. This internship, along with my other experiences and problem-solving skills, will enable me to improve the manufacturing operations of Mead Johnson in terms of cost, service, and quality.

I have enclosed my résumé to provide more information on my academic and work experience. I will contact you in two weeks to ensure that you have received my application and to request an interview. If you would like to contact me, you may do so at (812) 555-1234 or olopez01@saintmarys.edu. Thank you for your consideration, and I look forward to speaking with you soon.

Sincerely,

Olivia Lopez