

Resume Guidelines: Supply Chain and Information Systems

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Build Your Resume

The main goal of a resume is to concisely describe how your experiences and education are relevant to the position for which you are applying. Proper formatting is important to ensure that a recruiter can pick out your most relevant accomplishments in the initial few seconds of scanning.

Refer to the sample resume on the back to see examples of the information provided below. Following these specific tips will help you tailor your resume to a career in supply chain and information systems (SC&IS):

1 Use an objective statement to highlight your interest area.

There are various career paths within the supply chain and information systems industry. Your employment objective is useful to communicate your interest in a particular position or track. An objective statement should be short and to the point.

2 Include your GPA.

Recruiters consider GPA an important factor when evaluating candidates. You should always include your cumulative average. If your cumulative average is below a 3.0, consider including your major GPA if it is over 3.0. You can calculate your major GPA through eLion.

3 Highlight relevant experience.

Recruiters are keenly interested in what you have accomplished during your internships or co-curricular projects. Be sure to describe your accomplishments instead of simply listing your job duties. Quantify your accomplishments as much as possible and showcase how you contributed to improvements. Supply chain professionals want to see detail on how you improved processes or contributed to the bottom line. Use your relevant experience to communicate size, scope, and complexity of the project you worked on. If you do not have relevant experience, focus on the transferrable skills from your other activities.

4 List skills such as computer software knowledge that are relevant to the position.

Be sure to explain how you have used the skills through an activity, a project, or if you completed course work focusing on a specific program. Simply stating that you are proficient in Excel could be misleading to the recruiter.

5 Cross-functional team leadership is important to showcase on your resume.

Recruiters want to see that you have an ability to lead cross-

functional teams to accomplish project goals. If you do not have relevant experience, soft skills in your leadership and/or activities sections will help you stand out for an internship. The most desired skills ranked by recruiters are teamwork and communication (both written and verbal). Describe your skills here in the same detail as you would in the relevant work experience section, noting your accomplishments.

Resume Tips

When drafting your resume, be sure to always keep the following in mind:

- › Never embellish on your resume
- › Check and recheck for spelling/grammar mistakes
- › Keep your resume to one page
- › Always communicate skills in every bullet point
- › Make sure the layout of your resume is easy to scan

For more tips or to schedule a resume review, visit the resource sections of the Career & Corporate Connections website.

Resources for SC&IS Students:

The following are helpful resources for SC&IS majors at Smeal:

Penn State Career Services

studentaffairs.psu.edu/career/cic/

The Association for Operations Management

apics.org/careers-education-professional-development

Careers in Supply Chain Management

careersinsupplychain.org

Council of Supply Chain Management Professionals

cscmp.org

Institute for Supply Management

www.ism.ws

Best Practices for Supply Chain Professionals

nextlevelpurchasing.com

Supply Chain Career Trends and Advice

scmtalent.com/blog

Supply Chain Management Professional

pmac.ca/en/careers-in-scm

Get involved in a discipline-specific student organization:

ugstudents.smeal.psu.edu/student-organizations

PENNSTATE



SMEAL College of Business

First and Last Name

Email Address • Phone

1

OBJECTIVE: To obtain a co-op in supply chain management for summer 2012 with special interest in demand planning, procurement, and logistics

2

EDUCATION

The Pennsylvania State University, Smeal College of Business

Bachelor of Science: Supply Chain
Minors: Supply Chain, International Business

University Park, PA

Class of: Dec 2013

GPA: 3.63/4.00

The Institute at Palazzo Rucellai

Department of Business: The World of Business and Italian Culture

Florence, Italy

Summer 2011

3

RELEVANT EXPERIENCE

MeadWestvaco

Junior Sourcing Analyst

Richmond, VA

Jan. – Aug. 2012

- Worked cross functionally with a team of eight to optimize container utilization for a 1MM square foot distribution center
- Analyzed costs for ocean shipping and negotiated contracts resulting in \$12 million in cost savings
- Presented quality control reports to senior vice presidents and recommended process improvements for distribution center operations
- Created an excel database to evaluate material schedules for 200 products resulting in schedule changes that increased efficiency by 20%

4

5

LEADERSHIP EXPERIENCE

Students Consulting for Nonprofits

Incoming President/Founding Member

University Park, PA

Spring 2011 – Fall 2011

- Provide strategic-level vision and act as moderator and leader for the Penn State chapter of a nationally-recognized student organization
- Functioned as a liaison between four consulting teams consisting of 6-10 members and the Executive Board in past role as Internal Communications Vice President
- Assisted in business model analysis for 5 local nonprofits and drafted specific performance goals for 4 thus far
- Along with nine other board members, established internal policies, developed organizational framework, determined appropriate meeting frequency, number of members, team size/structure, and drafted constitution

Smeal College of Business

Smeal Innovation and Quality Team Director

University Park, PA

Spring 2010 – Fall 2011

- Led strategy for four -person management team focused on evaluating quality controls for undergraduate classrooms experiences for approximately 5000 students
- Developed and implemented a data management system to collect and analyze five years of information from past classroom evaluations

Penn State Executive Programs Student Manager Intern

Spring 2011

- Scheduled and organized dinners, tours, study sessions, and group photographs for supply chain professionals ranging from 8 to 38 members

Learning Edge Academic Program Mentor

Summer 2010

- Designed and implemented daily curriculum for 100 students in accordance with the Associate Dean for Undergraduate Admissions
- Provided both academic and emotional support to 24 students transitioning to college

Smeal Academic Integrity Committee Member

2011

- Work in collaboration with three professors and to review academic integrity violations brought under our jurisdiction through student appeals

ACTIVITIES AND ACCOMPLISHMENTS

Boy Scouts of America, Eagle Scout

2003 – 2009

Penn State Mission Mexico, Volunteer

March 2010

Eller College of Management Ethics Case Competition, Competitor

Fall 2011

Skills and Industry Specific Language

The following are various keywords associated with the supply chain and information systems industry that you should incorporate into your resume:

➤ **Keywords:** Demand planning, forecasting, resource allocation, schedule, supply, materials, coordinate, evaluate, innovate, process improvement, capacity, requisition, scope, track, cross functional teams, data, production support, audit, strategy, inventory levels/controls, analyze, project leadership, productivity, quality controls, operations, monitor, develop reports, just-in-time, value analysis, supply side, cost analysis, optimize, implement, cost reduction, reverse logistics, project management, lean

Potential Technical skills: SAS, SAP, Excel, Access, Oracle, Inventory databases, logistic software packages, work order release programing