

June 9, 2009

To Whom It May Concern:

Hello. My name is Justin Lessner and I am very interested in obtaining an internship in Operations Management, more specifically in supply chain management. I am responsible, energetic, and resourceful. I know that I would benefit greatly from an internship experience and believe that my own experience and education will allow me to make contributions, modest as they might be, as an intern in this field.

I have attached a resume for your review. I am currently an Operations Management major with an emphasis in supply chain management at the University of Wisconsin - Whitewater. I will be graduating next May. Last summer, I worked as an accounting intern with a local consumer products distribution business here in Madison. I learned a lot about the business world and experienced firsthand how an accounting department runs and the importance of the accounting function. As an Operations Management major, however, my interests are more in the supply chain/operations area and I know that an internship in operations would teach me some of the skills and knowledge that I will need to gain a permanent position in supply chain management.

I would welcome the opportunity to discuss any internship opportunities you might have. I am available full time this summer and part time during the next school year. I can be reached at (608) 692-6912 or by email at lessnerj@gmail.com. Thank you for any consideration you can give me.

Sincerely,

Justin R. Lessner
5996 Oak Hollow Drive
McFarland, WI 53558

JUSTIN R. LESSNER

OBJECTIVE

Attend UW-Whitewater to obtain a Bachelor's Degree in Operations Management with an emphasis in Supply Chain Management. I am a very organized and driven person. I am also highly inquisitive, creative and resourceful and hope to get the opportunity to make a strong contribution with many personal and professional successes in the future.

PROFESSIONAL EXPERIENCE

- Summer 2008 HyCite Corporation, Madison, Wisconsin
Accounting Intern
- Updated fixed asset list
 - Entered data for past years into excel spreadsheets
- Summer 2007 to Present Red Robin Monona
- Host
 - Server
- Fall 2006 to 2007 CapTel
- Captioned telephone service for the hearing impaired
 - Job based on confidentiality and precision
- Summer 2006 American Family Insurance
- Filed mail
 - Sorted incoming and outgoing mail
- Summer 2005 HyCite Corporation, Madison, Wisconsin
Warehouse/Distribution and Returns Assistant
- Filled orders - picking and packaging merchandise for shipment.
 - Check-in received merchandise.
 - Check-in returned merchandise.
- Summer 2004 HyCite Corporation, Madison, Wisconsin
Warehouse/Distribution Assistant
- Filled orders – picking and packaging merchandise for shipment.
- Summer 2003 HyCite Corporation/Big Toe Sports, Madison, Wisconsin
Warehouse/Distribution Assistant
- Picking and packaging merchandise for shipment.
 - Check-in received merchandise.
 - Overflow work from HyCite's warehouse picking and packing merchandise for shipment.

EDUCATION

- 2007 to Present University of Wisconsin Whitewater for Operations Management – Emphasis in Supply Chain
- 2006 to 2007 MATC Madison for Liberal Arts
- 2005 to 2006 University of Wisconsin-Platteville for Engineering
- June 2005 Graduate of McFarland High School, McFarland, Wisconsin

REFERENCES

- Dan McGraw, Controller, 608-273-3373, ext. 6116
Hy Cite Corporation, 333 Holtzman Road, Madison, WI 53713
- Shelley Peterson, Warehouse Supervisor, 608-273-3373, ext. 6133
Hy Cite Corporation, 2115 Pinehurst Drive, Middleton, WI 53562
- James Johannes, Associate Dean for Executive Education, Finance/Banking Processor, 608-265-2323
UW Madison Business School, 975 University Ave. Room 5181, Madison, WI 53706