**ODINAKACHI S. NWADIKEH**

**(753) 353-1611**

[onwadike@umich.edu](mailto:onwadike@umich.edu)

6148, Swan Lake drive,

Romulus, MI 48174

January 30, 2015

RE: 5843 GE Power and Water-Supply chain/Operations Intern (OMLP-EID)

Dear Hiring manager,

I was excited to see your opening for the GE Power and Water-Supply chain/Operations Intern (OMLP-EID) and I hope to be invited for an interview.

I am currently studying for my Master’s degree in Supply Chain Management from the University of Michigan Dearborn.

My background includes serving as a Customer Service Manager in Diamond Bank PLC Nigeria. Most recently I lead the Compliant Resolution Team of Operations and Technology Division of the Bank where I reduced the Internal Customers compliant to 9% from 80% complaints been received from the Internal customers who were the staff of the bank.

I also worked in the Bank’s expense unit where I handled the bank’s wide expenses from prepaid expenses to Amortization of expenses already incurred by the bank reducing the bank’s huge loss of funds from unaccounted expenses due to poor documentation.

I previously worked as a Customer Service Manager where my responsibilities included managing a branch of the bank making sure every customer who walked into the banking hall were properly served and customer’s enquiries and complaints were handled promptly. I also managed the branch Vault as the Vault Keys Custodian ensuring all monies deposited by customers and also customer’s Personal Safes were properly accounted for.

I also bring to the table strong Computer Proficiencies in Microsoft Productivity suite, and Good Team Player, Great Multi- tasking and great attention to details. Please see the accompanying resume of my experience and education.

At this point in my academic pursuit, I am ready to apply what I’ve learnt from my previous career experience to contribute to GE. I am in a position to leverage my education, customer service and leadership experience to succeed as an Intern with your Company.

I welcome the opportunity to speak in more detail regarding my successes. I look forward to learning about the next steps in the selection process and assure you that my commitment, enthusiasm and professionalism will be a great value to your team.

Sincerely,

Odinakachi Stacy Nwadikeh

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January 30, 2015

RE: 5843 GE Power and Water-Supply chain/Operations Intern (OMLP-EID)

Dear Hiring manager,

I would like to apply to the position of GE Power and Water-Supply chain/Operations Intern (OMLP-EID) summer 2015. I recently read in the Business Bloomberg that GE is ranked as one of the best places for college graduates to launch a career and I am excited about the opportunity to join an organization with an excellent reputation.

My academic and Leadership experience may be of value as you engage in a search for an Intern. I meet the necessary requirements since my GPA is 3.33 and I am eligible for academic credit graduation. I expect to complete my Master’s degree in Supply Chain Management by April 2016.

My Background includes:

My background includes serving as a Customer Service Manager in Diamond Bank PLC Nigeria for 6 years. Most recently I Lead the Compliant Resolution Team of Operations and Technology Division of the Bank where I reduced the Internal Customers compliant to 9% from 80% complaints been received from the Internal customers who were the staff of the bank.

I also worked in the Bank’s expense unit where I handled the bank’s wide expenses from prepaid expenses to Amortization of expenses already incurred by the bank reducing the bank’s huge loss of funds from unaccounted expenses due to poor documentation.

I previously worked as a Customer Service Manager where my responsibilities included managing a branch of the bank making sure every customer who walked into the banking hall were properly served and customer’s enquiries and complaints were handled promptly. I also managed the branch Vault as the Vault Keys Custodian ensuring all monies deposited by customers and also customer’s Personal Safes were properly accounted for.

At this point I my academic pursuit, I am ready to apply what I’ve learnt from my previous career experience to contribute to GE. I am in a position to leverage my education, customer service and leadership experience to succeed as an Intern with your Company.

While my enclosed resume outlines my background, I welcome the opportunity to speak I more detail regarding my successes. I look forward to learning about the next steps in the selection process band assure you that my commitment, enthusiasm and Professionalism will be a great value to your team.

Thank you for your time and consideration.

Sincerely,

Odinakachi Stacy Nwadikeh