

ANGELO BERTOLI

541.888.5555 | angelo.bertoli@gmail.com | LinkedIn.com/Angelo.Bertoli | Portland, OR

Dear Hiring Manager,

I am excited to apply for the Business Operations and Program Management Internship with Boeing located in Portland, OR. As a current **Business Management student at Oregon Institute of Technology** with experience in operations, project planning, and data analysis, I am eager to bring my problem-solving skills and passion for strategic business processes to a company that has been a leader in aerospace innovation for over a century.

Through my coursework in **operations management, business analytics, and strategic planning**, I have built a strong foundation for supporting complex projects in dynamic environments. Most recently, during my internship with **Columbia Distributing**, I collaborated with the operations team to improve inventory tracking and delivery scheduling, resulting in a **10% increase in efficiency**. I also prepared weekly performance reports using Microsoft Excel and data visualization tools, enhancing management's ability to make informed decisions. These experiences have strengthened my ability to analyze data, coordinate projects, and communicate effectively, skills that align perfectly with Boeing's commitment to operational excellence.

Beyond academic and internship experience, I have demonstrated leadership and collaboration as Treasurer of the Business Club at Oregon Tech, where I manage budgets and organize networking events. These roles have taught me the value of teamwork and proactive communication, both of which I am eager to apply in Boeing's fast-paced, innovative environment.

I am inspired by Boeing's mission to connect the globe and push the boundaries of human exploration, and I am confident that my passion for business operations and continuous improvement would make me a valuable addition to your team. Thank you for considering my application. I would welcome the opportunity to discuss how my background and skills align with your internship program.

Sincerely,

Angelo Bertoli

WHY THIS WORKS

- Used appropriate formatting including a heading that matches their resume, and a formal greeting, closing, and signature.
- They started the letter using 'Dear Hiring Manager' instead of something more general like 'Sir or Madam'. If you can address it to the hiring manager by name, it is even better.
- Connects Boeing's mission (aerospace, innovation, global impact) with the student's interests and motivation.
- Highlights relevant coursework and internship experience that mirrors Boeing's responsibilities (project planning, data analysis, process improvement).