

GLOBAL LOGISTICS & SUPPLY CHAIN MANAGEMENT  
MASTERS PROGRAM



# Professional Portfolio

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*Guidelines and Sample of Student Portfolio*

## Global Logistics and Supply Chain Management (GLSCM) Professional Portfolio

Prospective students applying for admission to the GLSCM program have the latitude to complete the Graduate Management Admissions Test (GMAT) or provide the GLSCM Program Coordinator with a professional portfolio that demonstrates at least three years of experience in the field of logistics, acquisitions, operations, and/or supply chain management. The objective of the professional portfolio is to provide evidence of an applicant's ability to successfully function in a graduate program.

The GLSCM faculty will review the portfolio and make a recommendation to the GLSCM Program Coordinator within 30 calendar days of receipt of the complete portfolio. Review of any portfolio will not begin until all required portfolio items are received. The GLSCM Program Coordinator will inform the applicant of his/her decision within 45 calendar days of the receipt of the completed portfolio. The applicant can appeal the GLSCM Program Coordinator's decision to the Dean of the College of Business, but must do so within 15 calendar days of the date of the rejection letter or email. The appeal must be submitted by email or through a letter signed by the applicant. The Dean's decision is final.

A sample professional portfolio is attached and should demonstrate an applicant's knowledge, skill, or ability in analytical writing, integrated reasoning, quantitative analysis, and written and verbal communication.

The professional portfolio should include the following 10 sections:

1. Title Page
2. Cover Letter
3. Table of Contents
4. Current Resume
5. Educational Goals Statement
6. Detailed Description of Work Experience
7. Professional Letters of Recommendation and Employment Verification Letters
8. Supporting Documentation
9. Verification Statement
10. Portfolio Checklist

### Title Page:

The title page includes title "GLSCM Professional Portfolio", date, and the applicant's name, address, email address, and phone number. A sample title page is provided at the end of this document.

### Cover Letter:

This letter is a one or two page brief summary that emphasizes the applicant's strengths and achievements, while pointing out **analytical writing ability, integrated reasoning ability, and quantitative and verbal skills**. Provide brief examples of these skills, if possible.

### Table of Contents:

The table of contents should list the major sections of the portfolio and provide page or tab numbers, so the reviewer can quickly identify sections and documents in the portfolio.

## Current Resume:

The current resume should include education, work experience, and other items typically found in a professional resume. The resume should not exceed two pages.

## Educational Goal Statement:

The educational goal statement is a brief statement of the applicant's educational goals. The applicant should describe how they expect to benefit by completing the GLSCM program. Please include any skills you hope to gain or strengthen throughout the program of study.

## Detailed Description of Work Experience:

This area of the portfolio must provide detailed descriptions of a minimum of three years of professional work experience in logistics, acquisitions, operations, or supply chain management. The applicant should provide a detailed description of their **analytical writing ability, integrated reasoning ability, quantitative skills, and verbal skills**. Evidence of these four areas should be included in the Supporting Documents section of the portfolio.

Below are some helpful suggestions the applicant should consider as they develop their proposal:

- Describe the work experience gained over the past three years. Try to include examples and evidence of **analytical writing ability, integrated reasoning ability, quantitative skills, and verbal skills**.
- Explain if duties required acquisition of new skills, or understanding of complex procedures or techniques.
- Describe instances of new programs initiated, forms or procedures developed, problems resolved, or processes improved.
- Document training, teaching, or supervisory roles.
- Note instances where learning resulted in successful completion of a specific project, task, or activity. (example: Directed the design and implementation of a new safety program which resulted in 0% decrease in accidents during the next 12 months.)
- Do not include "life experience" learned through community or other personal activities.
- Describe when and where the work experience took place. Include employer, agency or experience provider and location.

## Professional Letters of Recommendation and Employment Verification Letters:

The applicant must include a minimum of two professional letters of recommendation and employment verification letters in this section of the portfolio. Letters of employment verification should not be letters of recommendation. They should include the writer's relationship to the applicant (e.g. supervisor, director, etc.), description of the pertinent past and present duties, responsibilities, and tasks involved, and should describe competence, skills, and knowledge of the area, and how well the person performed. Letters should be written on official letterhead where appropriate to authenticate the evidence. Letters must be signed by the writer.

### Letters of Employment Verification:

Letters can be used to corroborate any type of activity and are usually one of the more common forms of documentation. Since letters occupy an important role in the documentation process, use the guidelines listed below. The applicant may wish to copy this information and provide it with the request for a letter of verification. It is the responsibility of the applicant to make clear to the author that the letter is to be one of verification and not one of recommendation. Be sure the person knows or had the opportunity to observe your work experience.

- The author must indicate knowledge of the applicant's work performed.
- The letter should be written on the official letterhead of the company or organization with which the author is or was associated, if available.

- The content of the letter should focus on the duties, responsibilities, tasks, and/or activities. The letter should say who, what, when, why, where, and for how long.
- The author of the letter should state clearly the nature of the relationship between author and applicant. Family members, friends, and ministers are not good sources as they may be biased and may not have firsthand knowledge of the learning.

## Supporting Documentation

Documentation should include only relevant materials. Large quantities of flowery, vague documentation will not be as effective as a few appropriate, informative documents. Since the entire portfolio will be reviewed, do not replicate documents in each section, but reference common documents in each section. Examples of supporting documentation not included in other section of the portfolio should be included in this section. Examples include:

- Awards
- Promotion evaluation
- Evidence of promotion
- Evidence of suggestions adopted
- Explanation of ranking, rating, or classification system in company or organization
- Industry Certifications
- Membership in professional or trade organizations and criteria for membership
- Articles about accomplishments (trade journals, etc.)
- Examples of products, publications, manuals, videos, and recordings produced
- Examples of reports/plans written, etc.

# SAMPLE STUDENT PORTFOLIO

## Title Page

### PROFESSIONAL PORTFOLIO

Submitted to

THE GLOBAL LOGISTICS AND SUPPLY CHAIN MANAGEMENT  
(GLSCM) PROGRAM

BY

James R. Student

DATE: August 1, 2015

ADDRESS: 1400 Raider Drive, Athens, Alabama 35611

PHONE: 256-XXX-XXXX

ASU EMAIL: [jstudent13@my.athens.edu](mailto:jstudent13@my.athens.edu)

## Cover Letter

GLSCM Program  
Athens State University  
300 N. Beaty Street  
Athens, Alabama 35611

Dear GLSCM Program Coordinator:

Attached is my professional portfolio of documented work experience of which I am submitting as part of my application for admission to the GLSCM Program. This portfolio is a comprehensive documentation of my work experience over the past 20 years. This includes both experiences gained while working in the logistics industry and documents from traditional and non-traditional training acquired during that time through the military, on-the-job training, and apprenticeship programs.

As a logistics analyst in the US Air Force, I gained valuable experience through formal coursework and through on-the-job training. This training included analysis and monitoring of logistics metrics. Furthermore, I received extensive training in supply chain management that included analysis of logistics operations, quarterly report generation, and presentation of progress reports to squadron commanders and other officers. A sample report and PowerPoint presentation is included in the supporting documentation section of this portfolio.

Also, as a logistics analyst I was required to solve complex logistics programs and develop solutions to address those problems. For example, a re-occurring shortage of a critical aircraft part was creating delays and cost the Air Force lost time and revenues. Therefore, I conducted an analysis of the supply chain where I identified the root cause of the problem and presented a solution through the Air Force Suggestion Program. My suggestion was adopted Air Force wide and resulted in two million dollars in annual savings. I received a \$10,000 award for my suggestion. Please see the attached award letter in the supporting documentation section.

Furthermore, as a logistics analyst I developed my analytical skills to solve logistics and supply chain problems. I utilized SPSS<sup>®</sup> and other statistical analysis tools on weekly basis and tracked a variety of logistics metrics to improve processes. As a result of my analytical skills, I received the Non-commissioned Officer of the Year award in 2010 and several Outstanding Unit Awards. Please see my attached award letters in the supporting documentation section of this portfolio.

Also, I feel my logistics experience has allowed me to grow professionally and has prepared me for the GLSCM Program. The analytical writing, integrated reasoning, quantitative, and verbal skills I gained over a 20 year period will enable to be successful in this program. I looked forward to your favorable response. If you would like further information or an interview, please feel free to contact me at (555)555-1111.

Sincerely,

James R. Student  
MSgt US. Air Force

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# Professional Resume

## James R. Student

1400 Raider Drive \* Athens, Alabama 35611

(256) XXX.XXXX (H) \* (256) XXX-XXXX (W)

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### WORK EXPERIENCE

#### US Air Force

K. I. Sawyer Air Force Base

1995- Present

*Logistics Analyst*

- Supervised and trained enlisted personnel and civilian contract workers.
- Served as the Non-commissioned Officer in Charge (NCO-IC) of several logistics units and an auditing and analysis unit.
- Served as a member of the senior leadership team and advisor to the Squadron Commander on logistic efficiency matters.
- Implemented and managed quality initiatives and programs such as the TQM, Tiger Team, and the Pioneer Awards Programs.
- Conducted comprehensive audits of logistics processes.
- Performed quality control assessment of new software and software revisions utilized in logistics operations.
- Tracked logistics metrics, developed presentations, and made professional presentations to squadron commanders and other officers.
- Developed database systems to automate logistics processes.
- Performed various logistics functions such as purchasing, inventory control, warehouse management, inbound and outbound logistics operations, and individual equipment issue and control.

### EDUCATION

#### Athens State University

Athens, Alabama

2012 - 2014

- Completing B.S. Degree in Logistics and Supply Chain Management

## Educational Goals Statement

Although I have extensive logistics and supply chain experience that is documented in this portfolio, I have reached a point in my career where a master's in logistics has become necessary. As I prepare for retirement from the US Air Force in two years, I need to improve my chances of securing a management position in the logistics in the private sector. A bachelor's degree is no longer enough to gain and maintain a competitive advantage in the private sector. A master's degree will give that added edge to set me apart from the competition.

Furthermore, a master's in global logistics and supply chain management will help me prepare for the challenges that lay ahead. Also, the added academic rigor of a master's and the research skills I expect to further develop will help me to excel in my future employment. Therefore, this program of study is in line with my educational goal. Also, I feel I will be able to perform well in this program of study, since I have the necessary logistics experience needed to be successful.

## Letter of Employment Verification

GLSCM Program Coordinator  
Athens State University  
Athens, Alabama 35611

Dear GLSCM Program Coordinator,

I am delighted to verify James Student's work experience with my Air Force logistics squadron. I was his supervisor for 10 years. During that time I watched her grow from in this area to someone who could handle almost any task we set before him. He regularly demonstrated outstanding written, verbal, analytical, and problem solving skills.

James joined our unit in 2004 as a logistics analyst and was promoted to MSgt in 2006. His chief responsibilities in the position include:

- Supervised and trained enlisted personnel and civilian contract workers.
- Served as the Non-commissioned Officer in Charge (NCO-IC) of several logistics units and an auditing and analysis unit.
- Conducted comprehensive audits of logistics processes.
- Performed quality control assessment of new software and software revisions utilized in logistics operations.
- Tracked logistics metrics, developed presentations, and made professional presentations to squadron commanders and other officers.
- Developed database systems to automate logistics processes.
- Performed various logistics functions such as purchasing, inventory control, warehouse management, inbound and outbound logistics operations, and individual equipment issue and control.

If I can be of further assistance to you regarding Jane's work experience with our company, please do not hesitate to call upon me.

Sincerely,

# Verification Statement

## Verification Statement for the GLSCM Program Professional Portfolio

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Daytime Telephone ( ) \_\_\_\_\_ Evening Telephone \_\_\_\_\_

### Applicant's Statement

I, \_\_\_\_\_, the undersigned, being duly sworn hereby state that all facts, statements, and information contained in this portfolio are true and correct.

\_\_\_\_\_

Signature of Applicant

Date

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_.

\_\_\_\_\_

Signature of Notary Public

My commission expires \_\_\_\_\_

## Portfolio Checklist

Please use this checklist to ensure that all required documents are included in your portfolio.

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Cover Letter	
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