

JACOB S. WILLIAMS

222 Brookstone Terrace Court · Montgomery, AL 33093 · (555) 222-1111 · jwilliams@bu.edu

January 15, 2010

Cynthia Miles
Director of Human Resources
European Enterprises, Inc.
620 Eighth Avenue
New York, NY 10018

Dear Ms. Miles:

I am a recent graduate from Boston University with a degree in International Relations. A number of real-world professional opportunities in the United States, the Middle East, and Europe have augmented my educational experiences. The combination has provided me with a realistic view of the demands and challenges faced in a global business economy.

I would welcome the chance to discuss opportunities with your firm. My leadership ability coupled with financial, management, and sales experience can be of real value to your company. I am equally comfortable working independently to meet company goals as well as collaboratively as part of a team. I have always been able to establish and maintain excellent relationships with clients and colleagues at all levels. My professional skills include:

- Financial and management consulting experience as an Intern with Sprint-Walker in London, England.
- Business development management with full P&L responsibility for a residential painting contractor.
- Group leadership responsibilities managing an overseas summer tour for students to the Middle East.
- Self-confidence to adapt to complex situations and solve problems gained through exposure to a diverse set of circumstances, languages, and cultures.

Please consider me a serious candidate for an international position with European Enterprises. I look forward to a personal meeting so that I can provide you with additional information to supplement what appears on my enclosed resume. Thank you.

Sincerely,

Jacob S. Williams

encl: resume

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INTERNATIONAL BUSINESS DEVELOPMENT ASSOCIATE

Leadership / Bilingual-Multicultural / Financial Analysis / Project Management

Resourceful, intelligent, and adventurous young professional with a unique blend of educational qualifications and professional work experience in the U.S. and abroad. Competitive, decisive, and determined to succeed. Outstanding communication and interpersonal relations skills with co-workers, manager, and customers.

- Direct Sales & Marketing
- Competitor Research & Analysis
- New Market Development
- Market Plan Launch
- Profit & Loss (P&L) Management
- Customer Service
- Contract Negotiations
- High-Impact Presentations

PROFESSIONAL EXPERIENCE

Summer Tour Lead Counselor, Young Judaea, Jerusalem, Israel 6/2009–8/2009

Led an overseas student summer tour of Israel.

- Supervised staff conducting education, historic tours, and activities.
- Provided financial expertise for participants—currency management, exchange, and budgeting.
- Coordinated tour logistics, accommodations, and meals.
- Accompanied and translated participant visits to medical facilities as required.
- Served as Team Captain for a two-day athletic/educational competition between Young Judaea and their British Sister Movement, FZY (more than 1000 participants).

Student Intern, Management Consultant, Sprint-Walker, London, England 2/2009–4/2009

Served as an intern for management consulting firm participating in providing financial management to small and medium-sized business.

- Conducted market research and analysis for company and client companies.
- Contributed to new marketing plan launch planned for May 2009.
- Developed and presented competitor research analysis at the quarterly board meeting.
- Interacted with the financial director and financial controller teams.
- Shadowed CEO and associates and participated in client meetings.

Regional Manager for Business Development, MAXCO Development, Inc., Newton, MA 2/2008–10/2008

Managed P&L responsibility for new business development for a residential paint contractor. Led sales generation through cold calling, contract negotiations with customers and painting crews, and day-to-day operations.

- Achieved \$85K in sales over four-month season.
- Ensured customer satisfaction, profitability, and compliance with corporate procedures.
- Earned full bonus and awards.
- Offered promotion to manage multiple independent contractors.
- Awarded “Rookie Sales Leader” recognition for multiple weeks.

Carpenter, Douglas Construction, Zionsville, IL 6/2007–8/2007

Overnight Camp Counselor, Goldman Union Camp Institute, Zionsville, IL 6/2006–8/2006

Sales Associate, Barnes & Noble Booksellers, Inc., Carmel, IN 9/2004–5/2005

EDUCATION

Bachelor of Arts, International Relations

12/2009

Boston University, Boston, MA

GPA: 3.7/4.0

Sigma Alpha Lambda National Leadership and Honors Organization, Member

London Internship Program

2/2009–4/2009

Boston University, Boston, MA

Eisendrath International Exchange Semester in Israel

1/2005–6/2005

North American Federation of Temple Youth, New York, NY

KEY COURSES OF STUDY

International Relations

Introduction to International Relations

History of International Relations

Political Geography

Politics and Society of North Africa and the Middle East

European Diplomatic History

Business Management

European Business Environment: Institutions and Enterprises

Seminar in International Management

International Management Environment

Economics

Introduction to Microeconomics

Introduction to Macroeconomics

Intermediate Microeconomics

Political Economy of the Middle East

European Capital Markets

Globalization of Advanced Capitalist Nations

Computer Skills

Windows, Microsoft Office, and Adobe Photoshop