

Sample Cover Letter Requesting a Full-Time Position

533 West 112th Street, #8E
New York, NY 10025

March 5, 2000

Mr. Akira Arioshi, Country Manager
European Bank for Reconstruction and Development
One Exchange Square
London EC2A3EH

Dear Mr. Arioshi:

I am writing because of my strong interest in obtaining a project associate position with your organization, particularly in the Prague office. Richard Stern, who was my professor at the Central European University in Prague, suggested that I write to you. I have also learned about your organization's activities during my work with the National Agency for Privatization (NAP) of Romania, and I am particularly familiar with the technical assistance programs that your organization undertook in my country.

Good first paragraph: reference to personal contact, immediate explanation of interest. Should mention current graduate work sooner.

I am interested in applying for work with the European Bank for Reconstruction and Development because of your work in the Czech Republic, particularly in reforming the state sector. I am especially impressed by the flexibility and efficiency of EBRD, given that it is a relatively new organization, and am also aware of the expertise and excellent work of your staff.

Rather than offering general praise, give specific examples of projects you were impressed by and why.

As you can see from my enclosed resume, after working with the National Agency for Privatization, I have studied and worked for one year at the Central European University in Prague. I have also published several papers on privatization in the region. I am currently a graduate student at the School of International and Public Affairs at Columbia University in New York. My areas of specialization include International Economic Policy and Eastern Europe. My course work has provided me with the skills necessary for a better understanding of economic transformation in the region. I believe that my practical experience and my academic training would thus allow me to contribute to your organization.

Give specific examples of relevant coursework, particularly if not included in your resume.

I would very much appreciate the opportunity of an interview. I will be in Prague between 12 and 16 March, and then in Bucharest until 22 March. I will plan to call your office during the week of 8-12 March to see if an interview would be possible and make any other arrangements. In the meantime, please feel free to contact me via telephone at (1) 212-866-1493 or email at dm499@columbia.edu.

Good example of definite follow-up plans. Be sure to execute them exactly!

Thank you for your consideration. I look forward to talking with you soon.

Sincerely,

Dana Minar

Sample Cover Letter Requesting a Full-Time Position

463 E. 11th Street, #2A
New York, NY 10003

October 1, 2000

Ms. Dana Grube
MBA Recruiting Coordinator
Mercer Management Consulting
2300 N Street, NW, Suite 800
Washington, DC 20037

Dear Ms. Grube:

I am writing to express my interest in obtaining an associate position with your firm. I will graduate from Columbia University's School of International and Public Affairs (SIPA) in May 2001 with an MPA degree in Advanced Management Techniques and Management Information Systems. I believe my strong academic background, personal initiative, and work experience would be an asset to Mercer Consulting, and I hope that you will consider me for an interview. As indicated in my resume, I have many skills that could contribute to your organization:

Serves as a good introduction of why she is writing to the organization.

- **Analytical skills:** In my most recent position working at the NYC Department of Finance, I analyzed current inefficiencies in revenue operations and offered alternative solutions. I spent several weeks at the Department of Health, Environmental Control Board, Parking Violations and the Department of Consumer Affairs analyzing current processes and conducting operational analysis. I used the information gathered at these on-site visits in Joint Application Design sessions, offering solutions and suggesting alternatives aimed at improving customer service and streamlining revenue collections. Currently, the NYC Department of Finance is implementing many of my recommendations, and I was invited to return after graduation as a Senior Analyst.
- **Teamwork/Leadership:** The successes of many projects I conduct at SIPA depend on teamwork. In most of my classes team projects are required and involve project planning, task delegation, formal presentations, and open lines of written and oral communication. My professor and peers frequently delegate me to team leader. Also, as part of my SIPA fellowship, I lead a two-hour calculus review for students enrolled in microeconomics.
- **Communication:** My experience working at a boutique law firm and at an investment management firm provided me with substantial experience communicating with clients and top management. In both positions, I spent a great deal of time on the phone and in meetings with clients discussing their concerns and relaying this information to management.

This unusual format works well. She clearly articulates the skills that are necessary to be a successful consultant and gives examples to back up her claim.

I am attracted to Mercer because it is a fast growing, innovative firm. It is distinguished from other consulting firms in that it has many other subsidiaries, as well as its parent company Marsh & McLennan, to utilize for information and resources. I believe the analytical skills I acquired through my experience improving operations at the Department of Finance and the knowledge I am obtaining about technology and media management in my current coursework at Columbia Business School would be a valuable addition to your consulting team.

She indicates that she has done the appropriate research on the company and knows why she wants to work there.

I appreciate your time and consideration. If you have any questions regarding my resume or qualifications, please do not hesitate to call. I look forward to speaking with you.

Could be stronger by mentioning how she will follow up with the recruiter.

Sincerely,

Anne R. Garay

Sample Cover Letter Requesting a Full-Time Position

Mr. Paul Gallagher
Director of Recruiting
Deloitte & Touche Consulting Group, LLC
Two Tower Center Boulevard
East Brunswick, NJ 08816

October 6, 1999

Dear Mr. Gallagher:

It is a pleasure to write to you and express my interest in the consultant position offered by Deloitte & Touche's public sector practice. After speaking with Mr. Patrick Cline and Mr. Dewey Loselle at the information session they conducted at Columbia University's School of International and Public Affairs (SIPA), I believe that I am well qualified to perform the work and meet the challenges of your firm.

← *Good first paragraph explaining how he heard of the position and his current education.*

In May I will receive a Master of Public Administration degree from SIPA, with a concentration in advanced management techniques and education policy. These studies grew out of my education reform work and new school development in South Africa. While there, I directed an education enrichment program that included teacher training, curriculum development and direct instruction. It was a formative and consuming experience which demanded that I gain the trust of educators, politicians, parents, and students. The program established goals, communicated a strategy, and effected change by building on the stakeholders' strengths. After two years, self-sustaining reforms were established that continue to benefit children.

← *Good explanation of his motivation to pursue public service, accomplishments and interpersonal and communication skills (crucial for consulting).*

While in South Africa, it became clear that effective school reform depends on systemic growth in other public sectors, including health services, employment initiatives, and infrastructure and environmental development. To learn more about these public services, sharpen my analytical skills, and to learn new strategies for organizational change, I enrolled at SIPA. Appropriately, I have developed my abilities in quantitative analysis and financial and organizational management, and have applied these skills through continued work with public service organizations. At each organization, I am dedicated to the mission while being a force for innovation.

← *Clarifies the analytic skills gained at SIPA, which are also imperative for consulting.*

I would like to apply this experience and scholarship to the challenges that face the public sector and education system and believe that consulting provides an exciting opportunity to accomplish this goal. With objectivity, strategic thinking, and an articulated vision, cooperative change can happen, and I would like to guide the direction of this change. It is my sincere hope to have the opportunity to do so with Deloitte & Touche.

← *Explains his interest in a consulting career.*

Thank you for your time and consideration. Enclosed is my résumé, and if you require any further information, please do not hesitate to contact me.

← *Could be stronger by mentioning a specific plan for follow-up with the recruiter.*

Sincerely,

Jeffrey Gerson