

firstname lastname  
Address Line 1  
Address Line 2  
(000) 111-2222  
name.name@email.com

January 15, 2012

Recruiter Name  
Firm Name  
Firm Address 1  
Firm Address 2

Dear Mr. Recruiter Name,

I am applying for an XXX position at FIRM NAME. I am currently pursuing a double degree: a Master's in Public Administration at Harvard, and my MBA from Dartmouth College. I am confident my passion, leadership experience and analytical insight will enable me to excel at FIRM NAME.

Before I began my graduate degree, I served as a consultant with a boutique firm providing M&A advisory services to clients including XXX, YYY and ZZZ (brand name firms) in the Middle East. Although many consultants became consumed with details, I structured large problems into addressable parts. In one situation, I created a model that identified inefficient actions, including an existing process that sent duplicate letters to mobile network customers. My solution, which I proposed, developed and implemented with my team of 12 technical experts, saved the client \$2.6M per year. My efforts were recognized by the firm's senior leadership team, and I received a quarterly achievement award from the client.

As an MBA intern, I was first exposed to consulting while preparing for a case interview competition with 5 teammates. Our task was to develop data-driven recommendations for a Japanese auto manufacturer trying to expand into Australia. We won the competition, placing first out of 60 teams, and were awarded the honor of presenting our recommendations to the client's senior management team in Los Angeles. Five of our recommendations were implemented in the field. I am deeply satisfied when I can create meaningful impact for companies, and I am passionate about management consulting as a full time career; no other role will better enable me to pursue my love for problem solving and implementation.

I attended the FIRM NAME presentation at Harvard on DATE and met with members of the firm at NAME OF EVENT on DATE. The entire team came across as warm and welcoming; I was also extremely impressed by the mentorship culture at FIRM NAME, and by the investment FIRM NAME makes into the career development of its staff. Furthermore, I was inspired by the phenomenal pro-bono work being done by FIRM NAME for XXX. I am confident that I would thrive at FIRM NAME, and I would be honoured to join your team.

I would love to have the opportunity to discuss a career opportunity at FIRM NAME. Thank you for your time and consideration; I look forward to hearing from you.

Sincerely,  
Firstname Lastname