

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

[date]

[name of company]

Regarding: [name of position]

Dear [Mr./Ms. name of recipient; use To Whom It May Concern only as a last resort]:

I would like to express my sincere interest in becoming Associate Consultant with Bain & Company. I developed a passion for consulting as a result of my experience at Proctor & Gamble, where my strong work ethic, analytical strengths, and problem solving abilities enabled me to be an effective product manager. These characteristics, along with previous work experience at Genentech and Blue Cross, have positioned me to quickly become a highly effective Associate Consultant.

Throughout college, I was successful in two competitive internships while maintaining a strong academic record. Specifically, I believe my demonstrated ability to create solutions to tough problems will enable me to add value to clients. This past fall, I created and implemented a financial modeling training class for 100+ interns at P&G corporate headquarters. After seeing many of my fellow analysts struggling with basic Excel modeling skills, I pitched the idea to senior executives in human resources and product management. After the pitch was accepted, I systematically analyzed the training curriculum and summer program to see how my suggestion would fit into a packed agenda. I brought the training staff together to create a schedule and worked with 20+ P&G employees to develop a thorough curriculum. In November, we launched the first class, which received rave reviews from attendees and supervisors.

The experience I have had as a P&G Product Manager gives me confidence in my ability to create impact because of the similarities between product management and management consulting. Aside from the strong leadership responsibilities, they share a data-driven approach, a need to balance multiple projects, and the requirement of strong presentation skills. Based on my conversations with Darren Ronkowski, a former Associate Consultant, to my more recent conversation with Jeff Brazeal, a current Associate Consultant, I understand Bain is not only a place that cultivates strong leaders, but also a place where individual talents are recognized and strengthened. I would be honored to join your team.

I believe that the success I have achieved as an individual that is results-driven and works relentlessly will allow me to make substantial contributions to Bain and its clients. Please do not hesitate to contact me, as I would welcome the chance to discuss my qualifications. Thank you very much for your time and consideration; I look forward to hearing from you.

Sincerely,
Firstname Lastname