

# MARY JAMES

Address 1  
City, State, Zip

Email  
Phone

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Date

Ms. Name:

I am applying for the (Position) position with (Name of Firm) with interest in working in Boston, New York or Chicago.

My educational background is in finance with an emphasis on econometrics, game theory, and political economy. After graduating with honors from (name of university) with a B.A. in (name of degree), I joined (name of firm) as a Consultant for one year. At (name of 2 firms), the majority of my client engagements have been with large industry-leading consumer products firms including Kraft Foods, PepsiCo., and Johnson & Johnson.

For the past four years I have worked as a strategy consultant with (name of current firm). I was recruited to the fast-growing boutique consulting firm to lead consumer products client engagements, particularly those that required advanced analytics. I provide business unit turnaround and growth strategy predominantly for Fortune 500 clients including Unilever and Proctor and Gamble.

At (current role), I have served as both team leader and analytics guru. I lead our advanced analytics team and I'm incredibly familiar with (names of technical programs utilized). Over the past two years I have developed 16 financial models, testing sensitivities through scenario analysis, and providing clients with strategic guidance on how to utilize scenario optioning to improve their business process. I've also had advanced client-side exposure to senior management, developed and presented to C-level executives, mentored junior analysts, and drafted winning proposals. I look forward to offering the skills and experience I have gained to (name of firm) and its clients.

I have also demonstrated leadership in non-traditional settings. At (first firm) I started the firm's pro bono and diversity groups. At (second firm), I've mentored six analysts who have all gone on to attend top MBA programs. Beyond the workplace, I've led the (name of non-profit) to raise \$XK to increase the educational standard in Tanzania.

Although I have been successful as a consultant and project leader, I'd like to broaden my global impact. (Firm's) global consulting leadership and enthusiasm for using analytical frameworks and global best practices drives my desire to be a part of the company. My university colleague (name) is a consultant at (name of firm) and he has spoken at length about the potential for growth, the trust placed in consultants, and the fantastic experiences that he has had with (name of company). I believe (firm) offers unparalleled opportunities to grow as a consultant, and I would be honored to join the team.

I would enjoy speaking to you further about the possibility of working for (firm). Thank you for your time and consideration; I look forward to hearing from you soon.

Best Regards,  
Mary James