

Consulting Cover Letter Example



Tip 2 Make Sure
the Letter Has
These Five
Distinct Sections

To whom this may concern:

I am applying for the Associate Consultant position with the [Company Name]. After researching the role via a conversation with [Person 1], I feel that my background in finance, leadership success and academic achievement would be a valuable asset to [Company Name].

I will be graduating in June of this year from UMass Boston. I have a 3.9 GPA and have already earned departmental honors (awarded to the top 5% of the students in the department). In addition, I've been the captain of the school's NCAA varsity lacrosse team for two seasons.

Tip 5 Avoid Using Standard
Template for Your Cover Letter
and labeled in that section as
example of customizing cover
letter with personal

Professionally, I have four key proven skills that I could contribute to [Company Name]:

Quantitative Data Management: While working at a \$900M construction company, I managed the data validation process on an enterprise-wide mission critical ERP database rollout. Through this experience, I've developed the ability to work with large scale IT systems.

Analytical Decision Making: In a recent analytical web marketing internship, I optimized five campaigns that increased traffic and website conversion by 150%. I did this by designing, testing, executing and analyzing the results of multiple marketing experiments.

Interpersonal Skills: At the same internship, I presented to client executives and prospective employees in sales and recruiting meetings.

Effective Writing Skills: While working with a non-profit municipal lobbying firm, I conducted an in-depth economic analysis of a proposed legislation impacting lower-income communities. Based on this analysis, I wrote a speech and presentation for the firm's senior partner to use in testifying to local government officials. Based on this testimony, government officials amended pending legislation to reflect my written recommendations.

Combined with strong academic achievement and a track record of student leadership, these skills would allow me to contribute to the [Company Name]. I appreciate your time in considering my application.

Sincerely,
Candidate Name



Why Applying
for the Position



Why a Great
Candidate



Example of career
achievement that
is also shown
in resume

Example of showing value of skill
to the company working for



Example of evidence
based storytelling
a specific example of the skills

Example
Conclusion

Tip 3 Link Your Cover
Letter to Your Resume



Tip 7 Show
Your Value

Tip 6 Highlight Your Skills
and Experiences via
Evidence Based Story-Telling

*Tip 8 - One Page is the Perfect Length and showing that this is one page long