

Consulting Letter Sample

Garry J. Sutton,
3406 White Oak Drive,
Saint Joseph, MO 64501,
(816)-646 7478.

July 31st, 2005.

Mr. Forrest E. Barkley,
New Era Consulting Group
2895 Rockford Mountain Lane,
New York, NY 12345-6789.

Dear Mr. Barkley,

I am a first-year MBA student at Peter F. Drucker School of Management at Claremont Graduate University and would very much like to be considered for an interview for the summer consultant position. I am interested in the NPCA because I believe protecting our National Parks, our nation's most valuable natural and historic resource is a very important, rewarding, and challenging job. I feel I would be a good fit for the position because of my love for the outdoors, my academic background in history, and my government and consulting work experience.

Growing up in New Hampshire and Colorado, I spent a great deal of my time in our National Parks and gained a lot of respect and love for the outdoors and our nation's history. I want our future generations to have the same opportunities to hike at the majestic 14,000-foot peaks or to learn about Native American culture by visiting the ruins of Mesa Verde.

However, I understand that many of these resources are in constant danger. While working as an intern for a State Senator in Colorado, I witnessed how urban expansion and development threatened pristine wilderness and historically significant sights. I also saw how hard it was to protect against such threats with limited funding and resources. Through these experiences, and my education at Drucker, I believe that I can make a significant contribution to the NPCA.

I would like to emphasize once again that I am excited about the opportunity to work for the NPCA and would like to be considered for an interview. If you have any questions or need additional information, please do not hesitate to contact me.

Sincerely,

Garry J. Sutton.

Cover Letter for MBA

Consulting Sample Cover Letter

Thomas C. Howard,
4952 Harrison Street,
San Rafael, CA 94903,
(415)-472 5447.

July 10th, 2005.

Mr. Robert C. Buckley,
Boston Consulting Group
257, Park Avenue South,
New York, NY 12345-6789.

Dear Mr. Buckley,

I am a first-year MBA student at the Peter F. Drucker School of Management at Claremont Graduate University and I am interested in the summer consultant position with the Boston Consulting Group. I believe that my background in science has made me well prepared for the analytical challenges that are faced by strategy consultants and I would like to be considered for an interview.

Before Babson, I worked for 5 years as a biochemist in the drug discovery division of Pfizer. My experience in working on a successful drug discovery project introduced me to both strategy consulting and the overall importance of it in the pharmaceutical industry. As I investigated the field of strategy consulting, I recognized that consulting is analogous to scientific research. In science, you need to solve many different problems by both using past knowledge and thinking creatively. This knowledge then needs to be clearly communicated so that people can utilize your insights and suggestions. Strategy consulting uses a similar skill set but applies it to business problems instead of purely scientific endeavors.

When I realized that my passion resides in strategy consulting and not in hard science or medicine, I started to research the various firms within this industry. My original interest in BCG was only magnified by my visit to your Boston office in November 2004. I spoke with several employees at length about the culture of BCG and the importance of intellectual curiosity within this culture. I also had a chance to speak with them about their background and how the MBA helped them achieve success as a strategy consultant. My interactions with these BCG employees have made me believe that I would be a strong asset to BCG with my industry knowledge, innovative problem solving ability, successful teamwork skills, and ability to communicate effectively.

I look forward to meeting with you soon, and hope you consider me for an interview for the North American offices. Thank you in advance for your time and consideration.

Sincerely,

Thomas C. Howard.

Investment Banking Sample Cover Letters

Jesus R. Hallman,
3635 Kooter Lane,
Shelby, NC 28150,
(704)-482 4272.

July 30th, 2005.

Mr. Zachary B. Pierson,
Deutsche Banc Alex. Brown
4645 Jadewood Drive,
Chicago, IL 60601.

Dear Mr. Pierson,

I am a first-year MBA student at the Peter F. Drucker School of Management at Claremont Graduate University and would like to be considered for your summer associate position in investment banking. I am interested to work with Deutsche Banc Alex. Brown, because of its reputation for excellence, global presence and particular strength in health care sector banking.

Following the completion of my Ph.D. degree in Molecular Pharmacology from Stanford and prior to business school, I worked in business development at a privately held biotechnology company, Dynavax Technologies. I had a unique opportunity to work directly with the CEO on corporate partnering and capital raising efforts. Some of my projects included revising the Company's business plan, developing a model for estimating sales of our lead drug candidate and designing investor presentations. I also played a lead role on behalf of the Company in drafting the business section of our S-1 document with our investment bankers and lawyers. The positive experience I had, working with our drafting team, confirmed my long interest in pursuing a career in investment banking.

I believe my strong technical background in drug research/biotechnology combined with the business and finance skills from my work experience and education at Babson would be valuable to Deutsche Banc Alex. Brown. I look forward to the opportunity to meet with representatives of Deutsche Banc Alex. Brown to discuss my credentials.

Sincerely,

Jesus R. Hallman.

Investment Services Sample Cover Letter

Blaine W. Morrison,
3824 Jewell Road,
Minneapolis, MN 55404,
(612)-655 0429.

Date: August 5, 2005.

Mr. Randy I. Paz,
Recruiting Coordinator
Brinson Partners
4087 Sardis Station,
Minneapolis, MN 55402.

Dear Mr. Paz,

I am a first-year MBA student at the Peter F. Drucker School of Management at Claremont Graduate University and I am seeking a summer internship in investment management sales and client services. Based on Brinson Partners reputation in the industry and Chicago presence, the company clearly presents the opportunities I am seeking and I would appreciate the chance to personally introduce myself to the firm.

I have highlighted some of my strengths, which I believe blend well towards a successful career in investment management sales and client services.

- **Financial Services and Market Savvy** : Over three years of investment services and custody experience with The Northern Trust Company coupled with progress towards a Babson MBA.
- **Relationship Management** : Managed relationships in excess of \$9 billion in the co-mingled fund, institutional and personal trust market segments.
- **Salesmanship** : Earned awards for insurance sales production as a member of a top producing sales team.
- **Personal Experiences** : Participated in activities ranging from mentoring programs and recruiting to a diversity task force and corporate basketball leagues.

Hopefully this glimpse of my personal and professional background will serve as the foundation to a longer standing relationship. I appreciate your consideration and look forward to hearing from you.

Sincerely,

Blaine W. Morrison.

Venture Capital Sample Cover Letter

Frederick A. Ohanlon,
4742 Old House Drive,
Proctorville, OH 45669,
(740)-886 6892.

Date: August 17, 2005.

Mr. Charles E. Beeson,
General Partner
Venture Capital Investing
2492 Cedarstone Drive,
Gilboa, OH 45875.

Dear Mr. Beeson,

I am a second-year MBA student at Peter F. Drucker School of Management at Claremont Graduate University. I am writing for a job opportunity with you.

I believe my unique combination of professional experiences, including founding my own company, conducting merger and acquisition consulting, and venturing into capital investment at a very early stage, prepared me to excel as an Associate at Weston Presidio Capital. My recent Kauffman internship with Boston Ventures reinforced my interest in helping to build young companies. I think I bring the right combination of financial and interpersonal skills necessary for Venture Capital Investing.

While at Babson I am pursuing a variety of exciting initiatives that will help prepare me for a position in Venture Capital. I am taking a course on emerging technologies and I am also working on an independent study assignment to identify the most appropriate applications for wireless technologies. In addition, I am the co-president of the VC club.

I hope to get an opportunity to speak with you about my experiences and interests. Thank you in advance for your time and consideration.

Sincerely,

Frederick A. Ohanlon.

Marketing Cover Letter Sample

Javier V. Threet,
4775 Cross Street,
Saginaw, MI 48607,
(989)-948 7458.

September 26, 2011.

Mr. Stanley L. Mota,
Denny & Sons,
451 Tea Berry Lane,
Medford, WI 54451,

Dear Mr. Mota,

With reference to your advertisement dated, September 20, 2011, in NewsToday, inviting applications for a post of a Marketing Executive, attached is my resume for your reference.

I have been working as a marketing executive for the past two years with Gems Pvt. Inc. This experience has given me a lot of exposure in this field as I have been involved in a lot of campaigns to market products extensively used by household. I understand the market trend and possess great communication and organization skills.

I understand that your organization requires a Marketing Executive to market the products in the same lines. I would be happy to meet you in person to discuss your strategies and what I can bring to the organization. I find this profile very challenging and enduring and I assure you that your decision to meet me would prove fruitful.

If you have any queries please call me on the above number to arrange for a mutually convenient time for interview.

I thank you for your time and your consideration and I hope to hear from you in the near future.

Sincerely yours,

Javier V. Threet.

Sample Resume Cover Letter

August 17, 2005.

Mr. John V. Moss,

President
Zenox Corporation 2635 Wildwood Street,
Akron, OH 44305.

Dear Mr. Moss,

Since my first contact with Zenox Corporation two years ago, when I was an employee of the South Salina Partnership, I have been fascinated with the variety of services you provide to a wide range of industries. Several conversations with Barbara Murphy and Michael Stevens, as well as a recent visit and tour to your facilities, have reinforced my interest in Zenox. I am confident that I have both the skills and the drive to contribute growth and success for Zenox. I would, therefore, like to be considered for a job opportunity with your firm. My resume is enclosed for your review.

As a co-founder of the Syracuse University Consulting Group; a management consulting organization run by Syracuse University for MBA aspirants, I perform many aspects of client relations and project management. My main job is to write client proposals and final reports and present them to top management and management teams. I have primary research experience in designing and administering both exploratory and descriptive research studies. More importantly, I have experience in analyzing, interpreting and making clear recommendations based on the information obtained from these studies.

My prior experience in the design field has provided me with strong organizational and planning skills and having previously worked for a small company, gives me a clear understanding that continued advancement requires bringing in new clients. Therefore, my goal is to rapidly master additional skills that would personally add to the client base of Zenox.

I would be happy to meet with you at your convenience. Please contact me to set up a suitable time for the interview.

Sincerely,

Raymond C. Hill.

Non-Profit Sample Cover Letter

Carlton R. Amos,
3365 Joanne Lane,
Westborough, MA 01581.
(978)-460 1010.

August 10th, 2005.

Mr. Peter J. Tynan,
Founder & Managing Director
Juma Enterprise Center
2920 Kovar Road,
Auburn, MA 01501.

Dear Mr. Tynan,

I am a first-year MBA student at the Peter F. Drucker School of Management at Claremont Graduate University and would like to be considered for a summer internship with Juma Ventures. I am excited to pursue a career in the nonprofit sector, and I believe that my management and strategic consulting experience has provided me with the set of skills that is necessary to be successful as a summer intern at Juma Ventures.

I developed a variety of skills during my four years at MBNA America, where I had the opportunity to work in four different departments and learn about several aspects of the financial services business. As a call-center manager, I developed and implemented creative ways to motivate a team of people to exceed performance benchmarks. As an internal consultant, I further developed my analytical skills by working on a variety of projects that covered operations, marketing, strategic planning and organizational design. I believe that these experiences and my passion for the nonprofit sector make me a strong candidate for an internship with Juma Ventures.

The classes I took as a sociology minor helped spark my interest in the nonprofit sector. Since graduation, I have been involved in organizing community service outings, running fund raisers, and volunteering with various organizations. I would value the opportunity to assist the Juma Ventures Enterprise Center in its effort to launch new businesses so it can increase the social impact it has in the San Francisco area.

I am very interested in pursuing a summer internship with Juma Ventures and I am confident that my experiences will enable me to make an immediate and positive impact. I hope I have the opportunity to speak with you about my experiences and interests. Thank you in advance for your time and consideration.

Sincerely,

Carlton R. Amos.