

**Sarah Trigg**

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October 12, 20XX

Use Today's Date

Same header as Resume

Two to four spaces

Jacob Jones  
Senior Manager  
ABC Consulting LLP  
12300 Wonderland Ave.  
Dallas, TX 75123

Address your letter to who is likely to make the hiring decision.  
\*This may require some research.

Dear Mr. Jacob Jones:

As an ambitious senior graduating in May 20XX at Southern Methodist University, I am thrilled to apply for the full-time Associate position at ABC Consulting. I learned of this opportunity at the SMU Career Fair, where I had the pleasure of meeting a vibrant group of employees including, Zack Dedman, Ted Hegi, and Jessica Hyer.

OPENING:

Why are you writing?

- How did you find out?
- Why are you interested?

Although my passion for case-based learning goes as far back as high school, where I participated in an International Business and Technology program, it wasn't until attending university that I truly understood my drive towards consulting. You will notice on my resume that my work and leadership experiences are highly concentrated towards consulting skills. My recent consulting internship at XYZ Consulting can speak directly to my abilities and work ethic in the Technology Consulting service line at the Associate level. Moreover, as the orientation logistics director, I constantly focused on making processes and procedures more efficient, and creating deliverables that could be annually reused. Lastly, as a Career Development Student Ambassador at the Hegi Career Development Center, I enjoy impacting students and helping them build stronger identities on campus to promote a positive image of SMU students, and thus create long-term results for the university. Therefore, given these and other experiences mentioned on my resume, I strongly believe I have the skills required to thrive in this field of work, and am willing to invest tremendous effort in order to achieve this success.

THE SALE:

How do your qualifications fit the job?

- Identify skills NOT MENTIONED in the resume
- Highlight important soft skills:
- Identify your character and provide examples UNIQUE to the resume - work ethic, ability to go above and beyond

I am a candidate that can drive growth and bring a creative approach to all challenges. I have consistently participated in leadership opportunities demanding over 30 hours of work a week, while also pursuing a full-time academic degree. I am a team player and have demonstrated determination, an outgoing personality, and the ability to utilize my resources in new situations based on the numerous achievements presented on my resume. I would like to request the opportunity to interview to further discuss how I can be an asset to the ABC Consulting group as an Associate Consultant.

CLOSING:

Follow Up

- Ask for an opportunity to talk on the phone, or have an interview
- Optional summary statement
- Parallel opening with company and position name

Thank you for your consideration and I look forward to hearing from you soon.

Sincerely,

Two to four spaces

\*Use the same number of spaces used above

Jane Maguire

Enclosed: Resume and Unofficial Transcript