

# 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.



Why Applying for the Position



Why a Great Candidate

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.



Example of career achievement that is also shown in resume

Tip 3 Link Your Cover Letter to Your Resume

Example of showing value of skill to the company working for



Tip 7 Show Your Value

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.



Example of evidence based storytelling a specific example of the skills

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

Sincerely,  
Candidate Name

Example Conclusion