

Sample Cover Letter Requesting Full-Time Position

WILLIAM CHEN

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June 22, 2016

Ms. Sophie Arhaus
Associate Director of Recruitment
Dalberg Global Development Advisors
Mezzanine floor, A Wing, Barodawala Mansion
81 Dr. Annie Besant Road
Worli. Mumbai 400 018, India

Dear Ms. Arhaus,

I am writing to apply for the position of Project Manager within the Mumbai practice area for Dalberg Global Development Advisors. I am a dynamic management consulting professional with over three years of team-leading experience for projects involving various South Asian clients. As of May 2016, I have earned a Master of Public Administration degree from Columbia University's School of International and Public Affairs with a concentration in Environmental Policy & Management. Much of what I value aligns with Dalberg's mission to globally innovate and effect positive change. Thus, I am eager to collaborate as part of the Dalberg team to provide meaningful solutions for local Mumbai clients.

Prior to pursuing my educational training, I managed a team of four in several consultancy projects throughout Nepal. This tenure with Practical Action, an international NGO, allowed me to focus on dynamic solutions to environmental concerns in Nepalese villages which are largely due to climate change. Once such project, for which my team and I advised local leaders regarding water storage systems, improved clean water retention for over 19,000 local residents by 46 percent. As a result of this dynamic consulting experience, I can offer to the Dalberg Project Manager role my strong quantitative and qualitative experience.

I can also bring to the Project Manager role my extensive experience collaborating with senior team members. During my time with the UNDP China Internship Programme, I regularly assessed and made recommendations for a number of active projects focusing on climate change throughout affected Chinese regions. In conjunction with my liaising skills developed as part of UNDP, I offer keen judgment and an ability to develop strategic recommendations for senior leadership. Lastly, my educational training, namely my specialized focus on South Asia, equips me with an awareness of the most topical issues affecting Mumbai.

In closing, I'd like to reiterate my enthusiasm for the Project Manager position at Dalberg Global Development Advisors in Mumbai. As a member of your team, I can combine my passion for environmental change with related experience in finding innovative, region-specific solutions. I would welcome the opportunity to further discuss my qualifications with you in a personal interview.

Thank you for your time and consideration.

Sincerely,

William Chen

Whenever possible, address the cover letter to a specific person or, if not possible, address it as "Dear Hiring Manager".

Introduce the role to which you are applying and then introduce yourself. Get specific about the company or organization and why you are compatible to them.

Pick the 2-3 most relevant highlights from your resume (accomplishments) to relate to the key words from the job listing (what they are looking for in an ideal candidate). Start with the most powerful one.

The second (and third, if applicable) highlights can be explained in one or two additional body paragraphs. Use key words from the job listing to explain how results of your accomplishments match what they are looking for in an ideal candidate.

Close by reiterating your interest, value, and compatibility. Thank them for their time and express that you welcome the chance for an interview.