

Sample Cover Letter Requesting Full-Time Position

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January 11, 2016

Ms. Dana Grube, Recruiting Coordinator
Mercer Management Consulting
2300 N Street, NW, Suite 800
Washington, DC 20037

Dear Ms. Grube:

I am writing to express my interest in obtaining an associate position with Mercer Management Consulting. I will graduate from Columbia University's School of International and Public Affairs in May 2016 with a Master of Public Administration in International Finance Policy. I believe my strong academic background, personal initiative, and work experience would be an asset to Mercer Consulting. As indicated in my resume, I have many skills that could contribute to your organization:

← *Serves as a good introduction of why she is writing to the organization.*

Analytical skills: In my most recent position working at the NYC Department of Finance, I analyzed current inefficiencies in revenue operations and offered alternative solutions. I spent several weeks at the Department of Health, Environmental Control Board, Parking Violations and the Department of Consumer Affairs analyzing current processes and conducting operational analysis. I used the information gathered at these on-site visits in Joint Application Design sessions, offering solutions and suggesting alternatives aimed at improving customer service and streamlining revenue collections. Currently, the NYC Department of Finance is implementing many of my recommendations, and I was invited to return after graduation as a Senior Analyst.

← *This unusual format works well. She clearly articulates the skills that are necessary to be a successful consultant and gives examples to back up her claim.*

Teamwork/Leadership: The successes of many projects I conduct at SIPA depend on teamwork. In most of my classes team projects are required and involve project planning, task delegation, formal presentations, and open lines of written and oral communication. My professor and peers frequently delegate me to team leader.

Communication: My experience working at a boutique law firm and at an investment management firm provided me with substantial experience communicating with clients and top management. In both positions, I spent a great deal of time on the phone and in meetings with clients discussing their concerns and relaying this information to management.

I am attracted to Mercer because it is a fast growing, innovative firm. It is distinguished from other consulting firms in that it has many other subsidiaries, as well as its parent company Marsh & McLennan, to utilize for information and resources. I believe the analytical skills I acquired through my experience improving operations at the Department of Finance and the knowledge I am obtaining about management analysis in my current coursework would make me a valuable addition to your consulting team.

← *She indicates that she has done the appropriate research on the company and knows why she wants to work there.*

My resume is enclosed for your review. I will contact you the week of January 22 to arrange a mutually convenient time to discuss my qualifications for this position. Thank you for your time and consideration and I look forward to speaking with you.

← *Describes a specific plan for follow-up with the recruiter.*

Sincerely,

Anne R. Garay