

Sample Cover Letter #1

(Formal Letter to a Consulting Firm)

Full Name

Address

Email address

Date

Company's name

Company's address

Attention:

I am writing to apply for the position of Junior Business Consultant as advertised in last week's Analyst Journal.

As Research Associate for XYZ International Consulting, I was responsible for the daily research and analysis of over two dozen active clients, including such Fortune 500 companies as Best Tech, Inc. and United Medical Industries. Based on my proven track record for performance, I was able to secure my position as Junior Business Consultant with XYZ inside of six months.

I am particularly interested in the high-tech market segment to which ABC Consulting caters, and I believe that my proven ability to fast-track research and data accumulation will be of a great benefit to your daily operations.

Enclosed is my resume for your review. As you can see, my education and experience in the field promises a mutually beneficial and successful arrangement as Junior Business Consultant with ABC.

My thanks in advance for your consideration. I will phone you next week to follow up. In the meantime, if you have any questions you are welcome to contact me at (123) 555-1212. I look forward to speaking with you.

Sincerely,

Chris A. Consultant