

Sample Cover Letter Requesting Full-Time Position

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New York, NY 10027
212-855-5843
jg@columbia.edu

Mr. Paul Gallagher
Director of Recruiting
Deloitte & Touche Consulting Group, LLC
Two Tower Center Boulevard
East Brunswick, NJ 08816

May 6, 2016

Dear Mr. Gallagher:

It is a pleasure to write to you and express my interest in the consultant position offered by Deloitte & Touche's public sector practice. After speaking with Mr. Patrick Cline at the information session he conducted at Columbia University's School of International and Public Affairs (SIPA), I believe that I am well qualified to perform the work and meet the challenges of your firm.

Good first paragraph explaining how he heard of the position and his current education.

In May I will receive a Master of Public Administration degree from SIPA, with a concentration in Social Policy and a specialization in Management Analysis. These studies grew out of my education reform work and new school development in South Africa. While there, I directed an education enrichment program that included teacher training, curriculum development and direct instruction. It was a formative and consuming experience which demanded that I gain the trust of educators, politicians, parents, and students. The program established goals, communicated a strategy, and effected change by building on the stakeholders' strengths. After two years, self-sustaining reforms were established that continue to benefit children.

Good explanation of his motivation to pursue public service, accomplishments and interpersonal and communication skills (crucial for consulting).

While in South Africa, it became clear that effective school reform depends on systemic growth in other public sectors, including health services, employment initiatives, and infrastructure and environmental development. To learn more about these public services, sharpen my analytical skills, and learn new strategies for organizational change, I enrolled at SIPA. Appropriately, I have developed my abilities in quantitative analysis and financial and organizational management, and have applied these skills through continued work with public service organizations.

Clarifies the analytic skills gained at SIPA, which are also imperative for consulting.

I would like to apply this experience and scholarship to the challenges that face the public sector and education system and believe that consulting provides an exciting opportunity to accomplish this goal. With objectivity, strategic thinking, and an articulated vision, cooperative change can happen, and I would like to guide the direction of this change. It is my sincere hope to have the opportunity to do so with Deloitte & Touche.

Explains his interest in a consulting career.

I would appreciate the opportunity to meet with you to discuss this opportunity in further detail. You may reach me at 212-855-5843 or by e-mail at jg@columbia.edu. If I have not heard from you by May 20, I will contact you to ensure you have received my application materials. Thank you for your time and consideration and I look forward to speaking with you in the near future.

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

Sincerely,

Jeffrey Gerson