Sample Cover Letter

February 21, 20XX

LizaWideman Recruiting Coordinator

Great Strategy Consulting Firm 200 Shell Fish Blvd, Suite 199 San Francisco, CA 94080

Dear Liza Wideman:

I am writing to express my interest in the Associate position at Great Strategy Consulting Firm. As a Master of Liberal Arts degree candidate at Harvard Extension School, specializing in Information Technology, I come with a solid technical background, a strong interest in business, and a passion for strategy. I have maintained a 3.95 GPA through a well-balanced program of study, enhancing my analytical and technical skills while building my teamwork and leadership capabilities. I am extremely impressed with Great Strategy’s approach to strategy consulting, especially within the Business Development and Innovation practice areas. My academic background, business knowledge and industry experiences have provided me with the credentials needed to thrive as an Associate.

Prior to Harvard, I worked as a technology professional, primarily resolving strategic issues related to technology process improvement. I gained solid research, analytical and problem-solving skills while working in Fortune 500 companies. My background in generating innovative ideas and strategies to improve processes has provided me with a deeper understanding of multifaceted problems that companies encounter in their daily operations. Moreover, because of my work experiences, I fully understand how important it is to have great team dynamics in today’s multi-disciplinary business environment.

To date, my experience as an IT professional has been extremely rewarding and productive. However, it is through strategy consulting that I can use my analytical aptitude and creative problem-solving skills to their fullest. Consulting is a discipline that will force me to view problems not only from the client’s standpoint but also from a marketplace, best practices and “think out of the box” point of view.

I would appreciate the opportunity to interview with Great Strategy Consulting Firm for the Associate position. Please find enclosed my resume for your review. I can be reached via email at [jacob.mclean@post.harvard.edu](mailto:jacob.mclean@post.harvard.edu) or by phone at (617) 555-3456. I enthusiastically look forward to hearing from you soon.

Thank you for your time and consideration. Sincerely,

Jacob A. McLean