BAIN CAPABILITY CENTER
COVERING LETTER FORMAT

We would suggest you consider the following points while drafting your covering letter:

- Highlight your main skills and achievements

- Explain why are you interested in consulting

- Explain why are you interested in Bain and the BCC

- Explain why you think you would do a good job as a BCC analyst

FIRSTNAME LASTNAME

FE/MALE, XX YRS

EDUCATION

Name of course	2007-2011	College	%	Dept. Rank
AISSCE/ISCE (Class XII)	2007	Name of school, City	90%	Rank in class
AISCE/ICSE (Class X)	2005	Name of school, City	92%	Rank in class

INTERNSHIP/S

Summer Intern, **Company X**., City X   May 200X – July 200X
   Company X – one line description
- What was the key role you play – one line
   - What was the key impact of this role
- What other role did you play
   - What impact did this role have

Professional Recognition
- Recognition received for your work / project

ACADEMIC PROJECTS

- Project 1: Brief description of the project; what was your role if multi-member team; what was the end-result of doing this project
- Project 2: Brief description of the project; what was your role if multi-member team; what was the end-result of doing this project

ACADEMIC ACHIEVEMENTS AND AWARDS

- Awarded the **scholarship** by the XYZ for excellence in xyz
- Awarded XYZ award for excellence in xyz by xyz, year X
- Other academic awards

POSITIONS OF RESPONSIBILITY

- As **Coordinator** (**Event X)** for **ABC Year X**- all India inter-collegiate cultural festival
   - What was your role in this position
   - Did you achieve any recognition for your role
- **XYZ,** the student post of the resident/ society (n+ inmates)
   - What was your role in this position
   - Did you achieve any recognition for your role
- Other positions of responsibility

EXTRA-CURRICULAR ACTIVITIES AND ACHIEVEMENTS

- Won X & X awards in X club / society, year X
- Member of XYZ sports team for College / resident & won X medal in X tournament, year X
- Awarded "name of the award" , Year X
- Other free time interests

OTHER INFORMATION

- Other information