|  |
| --- |
| NAME |

City, State | Phone Num | email | LinkedIn

Dear [INSERT COMPANY NAME],

With the utmost eagerness, I want to express my interest & passion for the <ROLE NAME> position. As a **<QUALITY 1>** & **<QUALITY 2>** driven employee, I know my versatile skills and qualifications will make me an asset to the team.

As you will find on my resume, I have had a variety of experiences with many different roles in **<DESIRED INDUSTRY(S)>**, from my time at **<EXPERIENCE 1>** to my time at **<EXPERIENCE 2>**. I am looking to make the next step in my career by leveraging my **<DESIRED INDUSTRY(S)>** to do **<XYZ>.**

As a prospective employee, I immediately can bring the following qualities to the team:

**<SKILL 1>**: <1 sentence intro about your career>. (Expand on 1 project example that exemplifies that listed skill). <2 sentences about context> <2 sentences about your actions> <2 sentences about impact>.

**<SKILL 1>**: <1 sentence intro about your career>. (Expand on 1 project example that exemplifies that listed skill). <2 sentences about context> <2 sentences about your actions> <2 sentences about impact>.

While my resume provides a quick summary of my experiences, I hope to have the opportunity to share how I can bring value to your company’s needs.

Sincerely,

**Name**

|  |
| --- |
| Jerry Lee |

City, State | Phone Num | [hello@wonsulting.com](mailto:hello@wonsulting.com) | <https://www.linkedin.com/in/jehakjerrylee/>

Dear XXXX,

With the utmost enthusiasm, I would like to express my interest in the analyst position. As an analytical and results driven worker, I know my versatile skills and qualifications will make me a great asset to the team.

As you can see on my resume, I have had a variety of experiences with many different roles, ranging from being a Product Quality Operations intern at Google to being an industry analyst intern at Gray Associates. I am not only used to making an impact in every role or project that I am a part of, but I also enjoy working in a challenging environment.

As a candidate, I could immediately bring the following characteristics to the table:

**Effective critical thinker**: At Google, I restructured an internal process to increase productivity and completion rates of fraudulent trends identified by temps. Through this experience, I was able to showcase my critical thinking skills by identifying and fixing key pain points of the current process in place. I conducted 11 interviews with multiple stakeholders and consolidated their feedback to develop a new process in less than three weeks. Through this new process, I began to track metrics using SQL to improve productivity, quality of trends reported and actionability rates. After multiple weeks of testing, receiving feedback and iterating, I increased the number of fraudsters identified by 13%.

**Fast-paced perfectionist**: I have always displayed a careful approach to my position at Gray Associates by working on many projects that require a high level of attention to detail. I was challenged by being introduced to an unknown market so I had to familiarize myself with the industry very quickly. As an analyst, I conducted analysis on the higher education market for 3 clients using IPEDS and BLS data. Through this analysis, I prepared slide decks of competitive analyses and market growth rates. This involved interaction with a partner, CEO and consultants of Gray Associates.

While my resume provides a history of my past experiences, there is considerably more to share. I hope to arrange a time to meet, so that I can learn more about what your company needs and how I can help bring great success to us both.

Sincerely,

Jerry Lee

Je Hak (Jerry) Lee

**Just want to say, we appreciate you all! :)**

Here’s more resources for you! Send us an email at [hello@wonsulting.com](mailto:hello@wonsulting.com) if you need anymore help. If you want your resume shared with our partners including Google, Facebook, Zillow, and more companies, [fill out our Resume Book](http://bit.ly/wonsulting-resumes)!

* To work with us on your resume: [wonsulting.com](http://wonsulting.com)
* The all in 1 course to land your dream job without applying online (DM me on [IG](https://www.instagram.com/iamjerrry/) for a discount…): [courses.wonsulting.com](http://courses.wonsulting.com)
* Wonsulting LinkedIn: <https://www.linkedin.com/company/wonsulting/>
* Wonsulting Instagram: <https://www.instagram.com/wonsulting/>
* Wonsulting YouTube: <https://www.youtube.com/wonsulting>

* Jerry’s LinkedIn: <https://www.linkedin.com/in/jehakjerrylee/>
* Jerry’s Instagram: <https://www.instagram.com/iamjerrry/>

* Jonathan’s LinkedIn: <https://www.linkedin.com/in/jonathan-wonsulting>
* Jonathan’s Instagram: <https://www.instagram.com/jonathanwordsofwisdom/>