Date

Mr. Rod Garcia

Senior Director of Admissions

MIT Sloan School of Management   
E52-374   
Cambridge, MA 02142

Dear Mr. Garcia,

*Opening sentence expressing you are pleased to submit your Class of 2021 application and a brief phrase about either (1) why MIT Sloan—collaborative students, action learning, entrepreneurship, premier healthcare focus, etc. Or (2) alternatively could briefly answer “why the MBA for what it is you want to do after MIT Sloan.” Could be about 50 words.*

*At [past professional success example within last 3 years ideally]…go into a concise deep dive success example that does not simply repeat your resume. This will be most of the 300 words, potentially about 200 words. Can get into how did you vision, implement/communicate, if you had an obstacle how did you overcome that? How did you transform/innovate/lead as opposed to simply complete a transaction? Most of all, so what: what was the impact/result/achievement?*

*Depending on how you choose to open the cover letter in the first paragraph then either (1) pivot to the skill set or career you aim to transition into, as a very short response to “what you want to do after MIT Sloan” as a way to wrap the letter. Or (2) alternatively, could be the “why MIT Sloan” features you are interested in if you did not mention in the opening. Can thank them for consideration or mention you hope to interview to meet them in person shortly, etc! Could be about 50 words.*

Sincerely,

Name

*Note: the “addresses/dear line /sincerely line” do not count toward word count, just the body*