

Sarah Trigg

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October 12, 20XX

Jacob Jones
Senior Manager
ABC Consulting LLP
12300 Wonderland Ave.
Dallas, TX 75123

Dear Mr. Jacob Jones:

As an ambitious senior graduating in May 20XX at Southern Methodist University, I am thrilled to apply for the full-time Associate position at ABC Consulting. I learned of this opportunity at the SMU Career Fair, where I had the pleasure of meeting a vibrant group of employees including, Zack Dedman, Ted Hegi, and Jessica Hyer.

Although my passion for case-based learning goes as far back as high school, where I participated in an International Business and Technology program, it wasn't until attending university that I truly understood my drive towards consulting. You will notice on my resume that my work and leadership experiences are highly concentrated towards consulting skills. My recent consulting internship at XYZ Consulting can speak directly to my abilities and work ethic in the Technology Consulting service line at the Associate level. Moreover, as the orientation logistics director, I constantly focused on making processes and procedures more efficient, and creating deliverables that could be annually reused. Lastly, as a Career Development Student Ambassador at the Hegi Career Development Center, I enjoy impacting students and helping them build stronger identities on campus to promote a positive image of SMU students, and thus create long-term results for the university. Therefore, given these and other experiences mentioned on my resume, I strongly believe I have the skills required to thrive in this field of work, and am willing to invest tremendous effort in order to achieve this success.

I am a candidate that can drive growth and bring a creative approach to all challenges. I have consistently participated in leadership opportunities demanding over 30 hours of work a week, while also pursuing a full-time academic degree. I am a team player and have demonstrated determination, an outgoing personality, and the ability to utilize my resources in new situations based on the numerous achievements presented on my resume. I would like to request the opportunity to interview to further discuss how I can be an asset to the ABC Consulting group as an Associate Consultant.

Thank you for your consideration and I look forward to hearing from you soon.

Sincerely,

Jane Maguire