

[your name]
[street address]
[street address]

[date]

[HR person's name]
[title]
[company name]
[address]

Dear [Mr/Ms HR person's last name],

[Paragraph 1: Why are you writing?]

In the first paragraph you should briefly explain why you are writing to the company. Name the position you are applying for. If you heard about the position through a mutual contact, this is worth mentioning.]

I will graduate in November 2010 with a Bachelor of Economics from Sydney University, and I am interested in applying for [insert position sought] at [company name].

[Paragraph 2: Why consulting, and why this company?]

Explain why you would like to work in consulting, and demonstrate that you would like to work for the company by showing that you have researched the position. Companies want to know that you're interested in them and understand what they do. You may apply for hundreds of different jobs but you need to make each prospective employer think that their job is the only one you want.]

My interest in management consulting developed out of my major in Economics and subjects taken on industrial organisation and strategic decision making. I have discussed the industry with a number of consultants, and I am interested in pursuing a career in management consulting. I am particularly interested in a position at [insert company name] because [insert reason].

[Paragraph 3: What do you have to offer?]

Explain why you are qualified for the position, mentioning your most important qualifications and what you would bring to the company. If the job ad lists selection criteria, you should say how your skills and experience meet each of the criteria they're looking for.]

I am able to contribute strong analytical skills, and a desire to work hard in order to build a career in the industry. I have used statistical and quantitative analysis throughout my economics and econometrics majors, in obtaining first class honours for my economics thesis, and as a candidate for the CFA Level II Exam. Since March 2008 I have written a blog on management consulting, business strategy and investing, and have been invited to participate in conference calls with the Forbes Network to discuss current business issues.

[your name]
[street address]
[street address]

[Paragraph 4: Suggest next steps]

Direct the employer to your enclosed resume. Your contact details are on your résumé, so you needn't provide them twice. Welcome them to get in touch and suggest the next steps. It's important to finish off by thanking the employer for their time and consideration.]

I look forward to speaking with you further about the possibility of a [insert position sought] position at [company name]. Please find a copy of my resume attached, and I will call you next week to follow up on this letter. Thank you for your consideration.

Yours sincerely,

[Your name].