

Cover letter sample

Recruiting Administrator

McKinsey & Company

Na Rybnicku 5

120 00 Prague 2

Dear Administrator,

I am currently attending a Master's of Management program at Kellogg, Northeastern University, and I am scheduled to complete my studies in June of next year. During the summer, I completed a three-month consulting internship with CRESAP, and this experience peaked my curiosity in the consulting industry.

Through my previous college and work experience, I have developed a strong background in finance, business, and engineering. In my current program I am acquiring the skills necessary to succeed as a manager, such as how to be an effective leader and communicator. In total, I think my skill set closely matches the criteria McKinsey & Company looks for in a candidate.

My ambition lies in working with top companies to assist them in implementing improvement programs in their organizations. I think that my drive, evidenced by top grades and scholarships, would help clients to push needed changes. Enclosed for your review is my resume and a copy of my transcripts and scholarships.

If you feel that my qualifications meet your needs, I may be contacted at the above address and phone. Thank you for your time and interest. I look forward to speaking with you in the near future.

Sincerely yours,

Olive Oyle