

SAMPLE 1

123 Bakers Lane
Durham, NC 27109

September 9, 2015

Recruiting Manager
McKinsey & Company
950 Main Avenue Suite 1200
Cleveland OH 44113

Dear Recruiting Manager:

I am applying for a full-time position as a Business Analyst in the Atlanta office of McKinsey & Company. This opportunity came to my attention through the Duke Career Center job posting system. I had the opportunity to attend the McKinsey Corporate Information session where I spoke to David Isner and Susan True about the company culture and work atmosphere. McKinsey is attractive as a reputable consulting firm offering challenging and rewarding work and after speaking to David and Susan, I am even more enticed to apply.

As a current Master of Management Studies student at The Fuqua School of Business, I have had an opportunity to work in a team-based environment while having exposure to strategy, corporate finance and business communication courses. This case-based classroom experience complements my previous internship experience where I had the opportunity to problem solve with a variety of clients in different industries. As I explored a career in strategy consulting at a top firm like McKinsey & Co., I realized that I would need to refine my skills in modeling, strategic thinking and corporate finance. This was the primary reason I decided to enroll in a one-year master's program at Duke's Fuqua School of Business.

I believe that in addition to my business background and skillsets, I possess leadership skills from a variety of extracurricular activities as an undergraduate that will make me an asset to your organization. My positive attitude, resourcefulness and uncompromising commitment are derived from a variety of life experiences and will be beneficial in the consulting environment.

I look forward to showing you my commitment and preparation to starting a career in strategy consulting with McKinsey & Co. in future conversations. I can be reached at mj.smith@duke.edu or 919-660-1234. Thank you for your time and consideration.

Sincerely,

Mary Jane Smith

SAMPLE 2

789 Blossom Lane
Durham, NC 27109

September 16, 2015

Sarah York
Recruiting Manager
Deloitte Consulting
325 Working Street
New York, NY 10021

Dear Ms. York,

I am applying for the Analyst position at Deloitte Consulting posted on GTS, The Fuqua job posting system. I had the pleasure of talking to Felicia Harmon at the Duke Career Fair last week. Her compelling description of Deloitte's collegial atmosphere is what makes Deloitte Consulting stand out. Deloitte is not only a prestigious firm but one that emphasizes collaboration and a team-oriented approach. This team-oriented approach, coupled with my desire to work in such a dynamic environment, convinced me to apply.

I sharpened my analytical and decision-making skills while working in a project-driven environment over six months at EY. The environment was fast-paced and intense and I was constantly analyzing data and communicating with the client. The business knowledge I am gaining at Duke University's Fuqua School of Business, in combination with the following skills, puts me in a position to contribute immediately in a case team.

- **Strong leadership skills:** As elected President of the student body, I led a team of four, which managed over \$120,000 and 13 clubs. Not only did I interact on a weekly basis with the Dean of Faculty and draft our program's first honor code, but I also led the organization of a bike tour, which resulted in a \$43 000 donation for children suffering from cancer.
- **Problem-solving ability:** With a current GPA of 3.63 at The Fuqua School of Business and an undergraduate GPA of 3.7 I have demonstrated my academic success. My education has touched on all aspects of business, but the focus of the coursework was always on solving real-life managerial problems using case studies and corporate representative lectures.
- **Teamwork and interpersonal skills:** Throughout my studies and internships I have been a member of several teams. As Assurance Intern at EY, I enjoyed working in eight different teams with members from various seniority levels. At The Fuqua School of Business, I work weekly on a five-member team, originating from five different countries, to succeed in business and finance cases.

I look forward to being on your interview schedule. Thank you for your time and consideration.

Sincerely,

Robert Cole