

► Sample Cover Letter (Intern or Full-time)

Mr. John Doe
Hiring Manager
ABC Consulting Firm
123 Michigan Ave.
Chicago, IL 61601

September 3, 2011

Dear Mr. Doe,

I am very interested in obtaining a Business Associate position within ABC Consulting. My interactions with ABC Consulting employees both at the University of Illinois Career Fair, and during the Consulting Employer Forum held yesterday have convinced me that ABC Consulting would be an outstanding place to work, and would provide me with opportunities to utilize my skills in the consulting industry. I thrive on challenge and look forward to the opportunity to collaborate with top business leaders.

Strong self-motivation has driven me to seek a wide variety of experiences throughout my college career. By participating in the Walt Disney World College Program and studying abroad in Barcelona, Spain, I have had the opportunity to hone my communication skills and enhance my ability to work with a diverse group of people. I feel that these skills are integral to consulting because of the importance of teamwork and strong client relationships. Furthermore, through my internships I have developed tactics to analyze business issues by researching and reviewing data. I will continue to strengthen these skills as a student consultant with Illinois Business Consulting this semester. With my analytical background and strong communication skills, I feel that I would be a great candidate for your Business Associate program.

I have enclosed my résumé for your review. Thank you for considering me for the Business Associate position. Please contact me at joe@illinois.edu or 847.123.4567 if you have any questions or to schedule an interview.

Sincerely,

Joe Consultant

Joe Consultant

► E-mail Cover Letter Etiquette

Applicants who create a professional e-mail cover letter have an advantage over an applicant with a less formal note. Since e-mail tends to be conversational and quickly written, there is a tendency to just type off a few lines and attach a file. However, e-mail cover letters should contain the same information as written letters, but they should be shorter – only two to three paragraphs. Here are a few other tips:

- Don't fill in the 'to' field with the recipient's address until you finish writing and editing the cover letter and attached résumé. This prevents you from accidentally sending the message before it is ready.
- If responding to an ad or job posting, put the job title and/or reference number in the subject line.
- Blind copy yourself on what you send. This will allow you to resend the message if a problem arises or you want to follow-up.
- Mention the attached résumé in your cover letter.
- Open the attachment before you send the message, to be sure it is the correct résumé, and it is error-free.
- To bring your application to the recruiter's attention, follow-up an e-mail message with a hard copy sent in the mail. Be sure to mention that this is a duplicate of your recent e-mail message.