John Applicant

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February 22, 2021

Sean Lee

Manager

ABC Consulting Group

123 Business Rd.

Business City, NY 54321

Dear Mr. Lee,

I am a second-year Smith Business School student interested in interviewing for a full-time consultant position with The ABC Consulting Group. I believe that The ABC Consulting Group has the ideal culture in which to pursue my goal of becoming a strategic business leader and thinker.

My professional experience and Smith Business School education have prepared me to be successful at The ABC Consulting Group. Leading a high-level project to develop a China entry and growth strategy in the new media industry for Television Networks Asia gave me invaluable global strategy experience.

Furthermore, interviewing senior executives and entrepreneurs of top media and technology companies gave me the unique opportunity to engage in high level business discussions with leaders of industry.

While at DEF Consulting as a consultant, I managed global information security projects, which gave me experience in the consultative and client service approach. As a joint-degree student (MBA/MA International Studies), I have the flexibility in both language and culture to operate successfully in many different contexts.

Finally, as a musician and producer of my own record, I have developed the capacity to think creatively and entrepreneurially.

I firmly believe that I will be a good fit in The ABC Consulting Group's collaborative, entrepreneurial, and intellectual culture. I am excited at the prospect of working for The ABC Consulting Group upon graduation and have enclosed my resume for your review. Thank you for your time and consideration.

Sincerely,

*Signature* (hard copy letter)

John Applicant