



COVER LETTER

THE PARTS

Cover letters can vary in format and purpose. They depend on the employer, the position, and your specific qualifications. You should **plan to write a separate, custom cover letter** for each position to which you apply.

123 Campus Road
Ithaca, NY 14853
October 5, 20xx

Mr. or Ms. (insert last name), Position Title (e.g. Human Resources Director)
Company Name
123 Addison St.
San Francisco, CA 94115

(If you don't have the name of a contact, address the letter to "Dear Hiring Manager" or "Dear Human Resources Director." If there are multiple locations and/or the location is not included in the position description, you don't have to include the company address.)

Dear Mr. or Ms. (insert last name):

I am writing to apply for the Deloitte Human Capital (DHC) Change Management Consultant position. At the Cornell University Engineering Career Fair, I spoke with Joe Recruitman about opportunities to apply my skills to a wide variety of issues, industries, and projects at the DHC consulting practice. In 20xx, I was able to confirm my interest in this field as a participant in the Deloitte Consulting Summer Experience Program. I am impressed by Deloitte's balance between global and local issues, from the overall economy to the employees who comprise each company. I believe that my background, skills, and talents would make me a strong addition to Deloitte's Human Capital consulting practice.

I offer extensive work and classroom-based experience in change management. As a Summer Analyst at Goldman Sachs, I worked with two groups within the analytics function. During my time there, I used Microsoft Excel to collaborate with colleagues in the Technology Division to help develop and test a new delivery metrics system. Throughout this experience, I was able to learn more about methods of needs assessment, theories guiding change management, and the analytical effort behind this work.

In addition, my coursework in Operations Research and Engineering at Cornell University has provided learning opportunities focused on organizational change and efficiency. In my Organizational Consulting course, a focus on change management was coupled with a consulting project for an external client. Our strategic consulting process resulted in savings of nearly 20%.

I believe my understanding of data compilation and statistical analysis demonstrates my qualifications for a position as a Change Management Consultant at Deloitte. I welcome the opportunity to discuss my background for this position at your convenience. I can be reached by phone at (987) 555-1234 or any time by email at xyz123@cornell.edu. Thank you, and I look forward to hearing from you soon.

Sincerely,
Mike Student

Introduction: Identify the position you are applying for, how you learned of this position, and why you are interested in applying.

Answer the questions:

Why is this position right for me? Why do I want to work for this specific organization?

Body Paragraphs (1 or 2): Sell yourself. Indicate that you understand the position requirements and illustrate that you possess the skills required to add value in this role. Expand upon, but do not repeat your resume. Elaborate on specific, concrete experiences which prove you have mastered job-relevant skills. Answer the question: *Why am I right for this position?*

Closing: Summarize your qualifications for the position, and outline the options for the recruiter to contact you. Include your contact information — both cell phone and email. Say thank you!

Answer the question:

Does the recruiter know my contact information and the type of position I am seeking?

A FEW TIPS AND TRICKS

- ▶ Expand upon your resume; do not repeat it verbatim.
- ▶ Include the person's full name if you do not know his/her gender.
- ▶ Limit the letter to 3-4 paragraphs and 1 page.
- ▶ Use standard business letter format.
- ▶ Do not copy exact words/phrases from sample letters.

- ▶ Confirm that you've included the correct company name and contact information.
- ▶ Be enthusiastic. Show off your personality!