

Jane Smithers
Street address
City, State, Zip

October 2, 2015

Recipient
Elite Consulting, LLC
Street Address
City, State, Zip

Re: Candidate for Business Analyst Program, Elite Consulting, LLC

Dear (Proper Name),

This summer, while working abroad to jumpstart a social water initiative (nonprofit), I was privileged to spend a day with a team of Elite Consultants, LLC from the US as they visited Guatemala. This visit proved to be invaluable. In order to pursue social change in Guatemala, I applied Elite Consulting principles of leveraging research, analytics, innovation and leadership to bring aid to people in small communities in Guatemala.

Today, I respectfully, and with great enthusiasm, submit my application to serve at Elite Consulting LLC by gaining acceptance to the Business Analyst Program.

Attached is my resume which will detail my record of relevant academic excellence and highlight my years of professional experience in the United States and Guatemala. My experience with Commercial Bank, Inc. allowed me to learn about crucial markets within Guatemala in ways that one can only gain through hands-on experience. Likewise, while at ABC Consumer, I learned about effective, efficient implementation strategies. Upon review of my resume, you will find that in all of my professional and academic pursuits, I consistently produce measurable results.

After researching Elite Consulting, LLC and the Business Analyst Program, I can see that, in addition to its commitment to effective business practices, Elite values diversity and empowers and encourages its people to carve their own distinct paths within the firm. My professional and academic background and enthusiasm for Elite have uniquely prepared me to join your organization. With great respect, I request that you either call or email me to schedule an interview. I can be reached at jsmithers@udallas.edu or (555) 616.5555.

Sincerely,

Jane Smithers