

Sample Letters

Inquiry
Referral

431 Buffalo Street
Ithaca, New York 14850
February 12, 2003

Mr. Thomas Hartford, Partner
Booz Allen Hamilton Inc.
101 Park Avenue
New York, New York 10178

Dear Mr. Hartford:

Ms. Eileen Mineo, partner at Booz Allen Hamilton in Boston, suggested that I inquire about your research associate training program and send you my resume. Through discussions with Ms. Mineo and my own research of the consulting field, I have learned a great deal about Booz Allen's approach to management consulting. I am seeking a position in a well-established consulting firm and find your combination of excellent classroom instruction and rotational assignments exposing trainees to strategy consulting and government consulting appealing.

My academic background has provided me with the ability to focus on a problem and to find the solution. Course work in statistics and econometrics has sharpened my ability to analyze data and interpret financial reports. In addition, my internship at Salomon Brothers and fraternity leadership positions have strengthened my ability to juggle many responsibilities and prioritize tasks, handle pressure, and communicate effectively with my supervisors and co-workers.

My strong academic record at Cornell, an internship in the investment field, and leadership positions demonstrate a high level of motivation, which would make me successful in Booz Allen's training program. I would welcome the opportunity to meet and discuss my qualifications with you. I will call in a week to determine if a mutually convenient time can be arranged. Thank you for your consideration.

Very truly yours,



(Ms.) Irina Misek

Enclosure