****

**Sample cover letter: application for a consulting position**

The following letter demonstrates that the candidate has some of the professional, technical and transferable skills requested in the job description.

WARNING: many candidates use this letter as a template by changing a few words to adapt it to their situation. This is to be avoided, as employers will recognize it and assume that you are not in a position to write your own letter.

Step 1: Position analysis

Experience management consulting by working on significant management issues – change management - within one of our client teams or by participating in one of our research and development projects!

Management analysts are consultants on the interdisciplinary teams we train to meet client needs. Not only is this team-based approach the best way to serve clients, it is also the best way for you to learn consulting and strengthen your professional and business skills. As a team member, you will work with the senior consultants in all aspects of the consultation process: from identifying problems and finding solutions, to giving presentations to senior management teams, to working with clients to implement the team's recommendations. Working at ABC Inc. is both challenging and rewarding, but it is also an unprecedented opportunity to develop your research, problem solving and interpersonal skills. You may also be called upon to work in any of the industrial sectors we serve and in any functional area.

Job requirements:

Our Canadian offices in Montreal, Toronto, Calgary and Vancouver, as well as some of our offices around the world, are looking for students who will graduate in 20XX with a proven track record of academic performance and outstanding extracurricular achievements. You must have an ability for numbers, critical analysis and problem solving, as well as superior interpersonal skills. In addition, ABC Inc. values ingenuity, creativity, tenacity, independence of mind, energy, responsibility and self-confidence.

Step 2: Cover letter sample (next page)

Montreal, January 5, 20XX

Ms. Christine Chamberland

Human Resources Advisor

ABC Inc.

Address, if available

Montreal, Quebec, Postal Code

Subject: Management analyst position application

Ms. Chamberland,

It is with great interest that I am presenting my application for the management analyst position for your Montreal office. The reputation and values of your firm and the people from your team that I met in your One Campus Recruitement presentations at HEC Montréal have motivated my interest in joining one of the most renowned firms in the world.

I am currently completing the final year of a master's degree in management sciences, specializing in strategy, with an average of 4.1/4.3. This program complements my B.A.A. in finance achieved with an average of 3.75/4.3. As you will notice in my resume, my academic and personal accomplishments have earned me several awards and scholarships for excellence.

In recent years, I have acquired a diversified experience with dynamic companies, from SMEs to large companies. I also studied for a semester in the United Kingdom where I dealt with American and European companies. Currently, I am completing a thesis on intellectual property issues and management in a FINTECH company, which allows me to develop my skills in organizational strategy analysis, while participating in the conduct of interviews and the development of action plans presented to senior management.

My various experiences as a strategist and technology consultant have also allowed me to acquire experience in project management and consulting. My interpersonal skills, tenacity, dynamism and strong interdisciplinary integration skills have all been key factors in my success.

Constantly seeking challenges, my various professional and leadership activities within the CCM have led me to face competitive contexts and the management of complex projects. Throughout my journey, my employers and colleagues have highlighted my passion for learning, excelling and succeeding, as well as my ability to solve complex problems in a creative way. In addition, my professional experience has led me to conduct extensive research, report writing, financial and strategic analysis and to effectively communicate findings in both oral and written form, in both English and French. That is why I am convinced that I have the necessary strengths to join your team.

I would like to thank you for the attention given to my application and am looking forward to hearing from you soon

Best regards,

Signature

Telephone or email