

Cover Letter Sample

John Doe

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Jane Doe
Human Resources Manager
Deloitte

Dear Ms. Doe:

Thank you for attending the UT Dallas ITM Industry Forum and discussing the Deloitte Advisory Internship program. I enjoyed our conversation about digital mobility applications and privacy and risk policies associated with emerging technologies. The opportunity to work for a firm that values collaboration and inclusion and to travel the world is appealing. I will complete my Masters in Information Technology & Management at the University of Texas at Dallas in May 2018 and believe my three years of consulting experience within client relationship management and process improvement have prepared me for this challenging and rewarding position.

As Client Relationship Manager at Gerson Lehrman Group, I helped clients utilize new technologies to improve system processes and to achieve growth. Our team developed an innovative social media campaign through LinkedIn, Twitter, and FourSquare to market the firm's services to 125 new clients. I created the GLG Council LinkedIn group to provide networking opportunities for our 1000+ members to share best practices and to collaborate on projects. Finally, we established Twitter and FourSquare accounts to improve our clients' productivity and efficiency through real time communications.

My Summer Associate position at Morgan Stanley and strategic management coursework enhanced my research, leadership, and teamwork skills within academic and corporate settings. Both experiences required research and time management skills to efficiently review the training procedures and financial transactions of the top 100 Fortune 500 companies. I gained experience leading weekly meetings and producing summarized reports of each team member's progress. Our team implemented training policy revisions and initiatives such as utilizing Skype and GoToMeeting for group trainings and recommended increasing the frequency of individual meetings with supervisors during the new hire probationary period.

I am confident that my academic and professional experiences working in collaborative and high performing environments have prepared me for the Deloitte Advisory Internship program. I will contact you by email the week of September 16 to follow-up on my application and to address questions you may have. Thank you for your consideration of my qualifications.

Sincerely,

John Doe