

[Your Name]  
[Street Address]  
[City, ST ZIP Code]  
January 15, 2014

[Recipient Name]  
[Title]  
[Company Name]  
[Street Address]  
[City, ST ZIP Code]

Dear [Recipient Name]:

I am writing to explore the possibility of pursuing an associate's position at Contoso, Ltd. Currently, I am a relationship officer at Fabrikam, Inc., where I manage relationships with high-net-worth individuals. In August, I will earn my MBA in finance from State University.

My interest in management consulting has been piqued by specific and fascinating classes that are part of the MBA program. Business policy, strategic implementation, and managing human systems, in particular, demonstrated to me that my education, interpersonal talents, and practical experience would prove immensely productive in a consulting environment.

With five years in the financial services industry, I can offer your firm a specialty with broad application. My involvement with interviewing and assessing prospective employees and with quality-improvement projects may free you from the in-depth training that would be required for a less experienced candidate.

Enclosed is a copy of my resume for your review. I will call next week to see when we might get together. In the meantime, I thank you for your consideration. I look forward to meeting you.

Sincerely,

[Your Name]

Enclosure