

Career Center

Undergraduate Example Cover Letter

Duke Student
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Durham, NC 27701
dukestudent@duke.edu

September 5, 2013

Cecil Company

124 Maple St.
Stamford, CT 06827

Associate Consultant Program

Dear Ms. Brookings,

I am writing to express my interest in the Associate Consultant position with the Cecil Company. Your unique, one client per industry business model sparked my interest. I believe this model enables the Cecil Company to develop a level of expertise and longevity with the client that serves as a foundation for mutual success. It is because of this relationship that Cecil Company professionals can devote all of their energy and expertise to providing long-term strategic solutions for clients. I am passionate and enthusiastic about everything I do and would thrive in a challenging environment that takes advantage of these characteristics.

I graduated with a B.S. in Economics from Duke University in December, and am currently working as a full-time Research Associate with Duke economist Dr. Boris Payne. As a Research Associate, I have gained experience in rigorous quantitative research by using both STATA and ArcGIS to describe and model the market for manufactured homes. My enthusiasm for applying quantitative work in creative and pragmatic ways, as I have had the opportunity to do this fall, aligns well with the Cecil philosophy. My educational background is a well-balanced combination of theory and application. I have three years of analytical and quantitative coursework in economics, statistics, calculus, econometrics, and accounting, and am committed to understanding the real-world applications of quantitative data and models.

As an undergraduate at Duke, I taught a social entrepreneurship course that helped to strengthen the bond between the university and the community. At the end of the semester, I led our team in deciding how much money to allocate to each business and on what terms. This experience challenged and improved my leadership skills and my ability to exercise them to make an impressive local impact. During the summer of 2012, I executed a market pricing survey for Chase's mortgage servicer to assess and compare market prices for residential mortgage services with those charged by our client. Based on my research, our client expanded its services and changed its product pricing. I improved my communication and presentation skills and experienced the satisfaction of seeing a project through to its successful conclusion. Through my work experience, I have cultivated a strong interest in understanding how businesses operate and how these operations can be improved.

I feel strongly that it is my passion to leverage both my interpersonal and analytical skills to make a difference that will make me a valuable asset at the Cecil Company. In closing, the list of candidate attributes on the Cecil Company website includes a quality that I consider paramount to my own personal and professional success: the power of persuasion tempered with humility. If you have further questions regarding my candidacy, please contact me at (555) 234-2457 or dukestudent@duke.edu.

Thank you for your consideration and I look forward to the opportunity of an interview with the Cecil Company.

Sincerely,

Duke Student

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