January 4, 2008

Mr. Marc Jacobs,  
TLC Private Ltd.,  
278, Park Avenue South,  
New York, NY 12345-6789.

Dear Mr. Jacobs,

I am a freshman taking up MBA at McQueen Business School. I was interested with TLC Private Ltd's approach to management consulting after being a part of the forum held by your firm earlier this semester. I also learned more about your firm by talking with James Arden and several other summer interns. I am now writing to arrange for an interview for a summer associate consulting position.

After graduating from Balenciaga College with a degree in accounting, I held a position as an associate in the Finance department of Bryant Co. I have developed strong analytical and problem solving skills while working in the company. My responsibilities involved identifying and resolving financial reporting issues and coming up with new means of improving our processes. I was able to hold a leadership position, evaluating the progress of some junior members of our team.

I believe that my excellent communication and motivational skills, as well as my good educational background will allow me to thrive well in a consulting career.

I have attached my resume for your review. I am hoping for the opportunity of meeting with you when you recruit at MBS for summer internships later this month.

Thank you for your time and consideration. I look forward to your response.

Sincerely,

 Ethan Lewis.

Enclosures:

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