

# Sample Letters

Application  
On-Campus Recruiting

934 Stewart Avenue, Apt. 32  
Ithaca, NY 14850  
October 2, 2009

Mary Ellen O'Connor  
Recruiting Coordinator  
St. Louis Consulting Group  
239 Lindell Boulevard  
St. Louis, MO 63104

Dear Ms. O'Connor:

While attending the St. Louis Consulting Group's information session at Cornell University on September 25, I was impressed to learn about the consulting group's remarkable achievements and growth over the last three years. I appreciate both the exciting vision and distinct company culture conveyed by the team during the presentation and am confident that I would thrive in this entrepreneurial firm. I am writing in application for the business analyst training program.

My undergraduate experiences demonstrate my flexibility, as well as my problem-solving and leadership skills, which I believe are necessary in the St. Louis Consulting environment. As a Peer Educator in Human Relations, I learned group dynamics and conflict resolution. Furthermore, as president of Cornell's chapter of AISES (American Indian Science and Engineering Society), I have taken the initiative to restructure the organization by collaborating with numerous academic and administrative offices on campus. Through Cornell's rigorous chemical engineering curriculum, I have acquired analytical and quantitative skills essential to problem solving. These skills proved particularly useful during my summer internships at Eastman Kodak and Dow Chemical, where I often faced ambiguous problems in unfamiliar areas.

Working with a dynamic and quickly growing company in a challenging position requires the high level of energy, responsibility, and creativity I have demonstrated in academics, work experiences, and campus activities. I would welcome the opportunity to discuss the business analyst position at St. Louis Consulting Group with you at your convenience, and enclose my resume for your consideration.

Very truly yours,



Lisa Swanson

Enclosure