

Mercy Williams  
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January 15, 2009

Monitor Group  
1234 Monitor Address, Suite 2000  
Houston, TX 12345

Dear Sir or Madam,

I am applying for the Summer Consultant Intern position at Monitor. I am currently a third year at the University of Texas, and I am pursuing a B.A. in Business with a minor in Accounting. I am a good fit for this position because of my passion for problem solving and my experience leading and working effectively in teams.

I want to pursue consulting because it involves creative problem solving. It was in my programming class that I discovered my passion for finding innovative solutions to complex problems. During my internship at Austin Private Equity, I figured out a way to estimate the cost of securities when limited information was provided. This innovation was eventually rolled out firmwide. I am intrigued by the fact that in consulting, there is no wrong or right answer, but there is a best solution to any problem.

The reason I want to be a part of Monitor is because I was fortunate enough to hear from a Consultant, Mr. Dan O'Neal, about the faith that Monitor puts in their employees. The company is not only willing to invest in their interns, regardless of economic circumstances, but Monitor also encourages and trusts them to excel and become outstanding consultants. I know that being a part of such a well-established firm will offer me great potential growth and development that cannot be duplicated by any other experience.

I can also contribute to Monitor through my leadership skills. As CEO of Women In Business, I had the responsibility of leading board and chapter meetings. Noticing the lack of enthusiasm and attendance at these meetings, I took initiative to create an incentives-based attendance policy that improved attendance at weekly meetings by 50% and served as the model for several member participation policies. My involvement in the group with simultaneous positions of CEO and Webmaster, while interning part-time and studying as a full-time student, demonstrates not only my dedication to an organization, but also my time management and diligence.

I look forward to hearing from you about the internship. Feel free to call me at (123) 456-7890 or email [mercy.williams@email.com](mailto:mercy.williams@email.com). Thank you for your time and consideration.

Sincerely,  
Mercy Williams