

Mercy Williams  
12345 Tennessee Ave. Apt #123  
Austin, TX 78737

January 15, 2009

To Whom It May Concern:

I am a third year student at the University of Texas, Austin, and I am pursuing a B.A. in Business with a minor in Accounting. I am very interested in applying for the Summer Consultant Intern position at Monitor.

I know that consulting is definitely a career that I want to pursue because it involves much creative problem solving. It was in my programming class that I discovered my passion for finding innovative solutions to both simple and complex problems. I am intrigued by the fact that, similar to programming, there is no wrong or right answer, but there is a best solution to any problem. I have no doubt that this is the perfect opportunity for me to learn more about the profession and Monitor. I am also thrilled to have the opportunity to meet and network with professional staff from the firm. I believe that Monitor is the right company for me as I have heard many great things about the firm from both interns and full time employees. I know that interning for such a well-established firm will offer me great potential growth and development that cannot be duplicated by any other experience.

I also strongly believe that I can contribute to the firm through my leadership skills. In past experiences, I have lead well both as an individual and as part of an executive board. As the webmaster of Women In Business, a professional business organization, I work primarily by myself and was able to redesign the website using self-taught skills. I am also an excellent group worker as demonstrated by my executive position as CEO of Women In Business where I lead both executive board and chapter meetings while collaborating with multiple officers to improve the attendance of the fraternity. I am also a very diligent worker with excellent time management as demonstrated by my academic performance while working part-time and also participating actively in a student organization.

I would enjoy speaking with you further about the possibility of interning at Monitor. Thank you for your time and consideration.

Sincerely,  
Mercy Williams  
University of Texas, Austin  
Women In Business – CEO  
(123)456-7890  
mercy.williams@email.com