

XXX Memorial Drive
Cambridge, MA 02139
(617)-XXX-XXXX
November 5, 1999

Ms. Jane Doe
McKinsey & Company, Inc.
600 Campus Drive
Florham Park, NJ 07932-1046

Dear Ms. Doe:

In 1999 I completed my bachelor's in Economics, and in June 2000 I plan to graduate from MIT with a master's in Electrical Engineering and Computer Science. After attending several of your presentations on campus this fall, I am very interested in working at McKinsey & Company because of your company's reputation and the opportunities presented.

I have a wide variety of experiences that I can draw upon. My economics background provides a solid foundation for business analysis. Through my engineering courses and work experience I have learned how to think about and approach problems analytically. I have also developed and demonstrated strong interpersonal skills from working closely with many engineers on projects, delivering numerous presentations on my work, and heavily involving myself in extracurricular activities. One notable experience was my participation in a semi-finalist entry for MIT's 1998 Entrepreneurship Competition. In this competition, I learned a great deal about business plan development and market research, which I can readily apply to management consulting.

I am particularly interested in McKinsey due to its outstanding reputation and the extensive opportunities offered. After going to your presentation at MIT and talking to friends in your company, I learned that McKinsey is an ideal place for a highly self-motivated person to work. I am impressed by the design of your associate program, where meaningful and challenging tasks are assigned. Additionally, your company's unparalleled reputation for training your employees, whether formally or on the job, is very appealing to me. McKinsey is the best place to work in management consulting, and I feel that I could contribute and succeed there given the opportunity.

I would welcome the opportunity to discuss my qualifications for working at McKinsey. I can be reached by phone at (617)-XXX-XXXX and by email at xxx@mit.edu. I look forward to hearing from you soon.

Sincerely,
(Name)

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