

Joanne Bloggs
Email: name@domain.com
Mobile: XXXX XXX XXX

Ms Kate Smith
Kate Smith & Associates
Phone: XXXX XXX XXX
Email: jobs@katesmithassociates.com

Dear Kate

RE: Application for Consultant (Job no: 12345)

I would like to apply for the role of Consultant at Kate Smith & Associates.

I am currently working in a generalist business consulting role for a Big 4 accounting firm and graduated from a Bachelor of Business (major Marketing) five years ago.

While working, I have volunteered at a women's refuge and through this experience, I discovered I have a passion for helping people move forward with their lives. I want to build a career in consulting so I can combine my business expertise and desire to help others succeed.

I have been recognised for my high level of motivation and my strong communication skills. I can adapt my communication style to reflect the needs of any audience. I have a high level of problem-solving skills and a willingness to focus on my ongoing professional development.

I am interested in your organisation's reputation as a leader in management services. My research into your organisation has shown me that you work closely with a range of clients in different environments. This interests me greatly and I know I will develop skills that your organisation can use to meet the changing needs and demands of your clients.

Your reputation for being an employer of choice shows that you have an understanding of the needs of your clients as well as your employees

I enclose my resume for your consideration and I would value the opportunity to discuss the role, your business and my application at an interview. You can contact me via my mobile or email address (above) at any time.

I look forward to meeting with you soon.

Kind regards,

Joanne Bloggs

