Date

Dear Hiring Manager,

I feel extremely delighted to apply for the position of **consultant** at (name of the organization). Being a consultant is a job I am very good at. I love to look for new trends and then apply those trends to increase business growth while reducing the cost over time.

I firmly believe that the key to success is to hold on to the new innovations in technologies and methodologies. If a person tries to run his business by old means and ways, he might be able to run it, but his business would never grow. The world has now become a global village. If a person is not fast enough to adapt to the changing environment there would be many rivals not only in the local market but also in the international market who would be ready to take his place.

Hence, it is very important that anyone who wants to grow his business while improving his overall income keeps track of the new upcoming innovations in the market. The best way to keep track of these innovations is to hire an eligible and experienced consultant.

I am proud to state here that I consider myself to be the best fit for this position not only due to my skills but also the vast experience of (no of years). I did my graduation from (name of the institute) in (name of the subject). Later I went to (name of the university) at (name of the place) in (date/year). I completed my masters in (name of the subject) from (name of the university). After the completion of my study, I applied for the position of assistant consultant.

I worked with (name of the person) in (name of the company) for (no of years). While working with him I gained new knowledge and get to have an exposure to the actual world outside the pages of the books I have been reading the past 6 years. I left my job at (name of the company) to work with (name of the company) as a consultant.

My experience at (name of the company) is very important to me. It had a great positive effect on my personality by boosting my confidence. I was better able to deliver my ideas to people. The increase in my confidence also helped me in persuading people for the use of new methodologies by giving them a clear vision of how this would help them in growing their business.

My responsibilities at (name of the company) included preparing presentations and spreading the new knowledge among the business leaders for making calculated, informed and educated decisions.

I also helped the employees for increasing productivity. During my tenure (name of the company) was able to increase productivity by 25%. I look forward to meeting you and be a valuable part of your company. I would love to know more about your company and the responsibilities that a person at the position of consultant has.

Yours Sincerely,

Name of the applicant