Name of the Applicant  
Contact details  
Email address

Date

Dear Hiring Manager,

I am happy to write this cover letter for the position of Management consultant at (name of the company). I have recently discovered about your company through an article published in (name of the magazine). I had instantly liked your company (name of the company) due to its policies and the type of interaction they keep with their clients as well as the employees. I feel very honored to write this cover letter. It would be no less than a dream come true for me if I am selected for the position of Management consultant at (name of the company).

I am not only excited to apply for this Management consultant position at (name of the company) because of the admiration I have for the company but also, I feel myself as being competent enough for the job. I have the required experience in the field and also, I have a good educational background. Firstly, speaking of my experience I have a massive experience of (no of years). I joined (name of the previous company) when I completed my studies in (date /year). Since then I have worked in (name of the company) on a full-time job as Management consultant. During the course of my job at (name of the company) I was responsible for carrying out several tasks and duties.

These duties included making an observation of the business structure. This included making an extensive research and collecting data from different credible sources for analyzing the observation and identifying problems. After the process of identification of problems, I would always organize a meeting with the client. For making the client completely understand the important points I was responsible for making a presentation for the clients and delivering it on time. I have always strived to maintain a clear and open communication with the client to avoid any conflicts. Apart from these duties I was also responsible for interviewing all my employees and making and recording the observation about each of them in addition to evaluating the management staff. I also volunteered to organize workshops for them to resolve any issues they are facing. Moreover, I also sometimes analyzed the financial data to determine any inconsistencies in it.

As far as my educational background is considered I am proud to state here that I completed my graduation degree (name of the degree) with distinction in (name of the subject) from (name of the university). After I completed my graduation my professors urged me to pursue a higher degree in (name of the subject) therefore, I got myself admitted into (name of the university) for Masters in (name of the degree or subject /major). During my master’s degree I studied several subjects i.e. finance, business management, economics and accounting which helped me a lot in my job as a Management consultant. After my master’s degree I started working in (name of the company). I worked as an intern for 6 months. This was the first time I had a look into what a professional environment looks like. I learned a lot during that tenure and therefore, I would always praise my time at (name of the company).

At the end I would like to thankyou for considering my application for the position of Management consultant at (name of the company). It would be no less than an honor for me to serve for your company. I would highly appreciate if you select me for the position in question. I look forward to meeting you and your current employees. I would be more than happy to share my experiences with you. For any further query please contact me on the details mentioned.