

Jane Doe
Collegeville, PA 19426 | janedoe@ursinus.edu
610-XXX-XXXX

Recruiter's Name
Company Name
Company Address
Plymouth, PA 19426

DATE

Dear Recruiter's Name:

I am a senior at Ursinus College majoring in applied economics with a minor in psychology. I was impressed with Deloitte's approach to consulting after speaking with *contact name*. Deloitte is unique in having the ability to form diverse teams to tackle all the problems a client may have. As a member of the Strategy & Operations group, I may have the opportunity to meet and work with a variety of people in this consulting group, in other areas of consulting, and outside of consulting as well. In particular, I like the amount of attention and dedication that Deloitte puts into working with its clients, not only by devising effective strategies to address the clients' problems, but also by often implementing the recommendations on-site. Therefore, I am very interested in the Business Analyst position with Deloitte.

In the past two years, I have been involved in strategy consulting, pharmaceuticals, and government affairs for a non-profit healthcare organization. This summer, I worked in strategy consulting for Mayer Associates. My 4-member team evaluated the marketing efforts for a major pharmaceutical company's organ transplant drug. Through my management of recruitment and interviews with 98 physicians, I obtained primary research and analyzed it on national and regional levels to recommend and help implement improvements in the client's marketing plan. I learned how to work in a deadline-oriented environment, held responsibility for large segments of a team project, and enhanced my quantitative skills through analysis of primary and secondary research data. In addition, I conducted independent research to form recommendations when launching a drug that follows a related product, and I presented these key considerations to all Putnam employees.

I have been a volunteer in public policy for 7 years with the March of Dimes Birth Defects Foundation. I lobbied Senators at both the Massachusetts and California State Capitols, as well as on Capitol Hill in Washington, D.C. Lobbying has taught me negotiation skills, the need for contingency plans, and the ability to make quick yet innovative decisions. Two years ago, I was appointed Director of Massachusetts Youth Public Affairs and asked to be a member of the state's Public Affairs Council. My responsibilities include developing, organizing, and implementing the Foundation's annual public policy objectives in an ultimately results-driven environment.

Through my experiences at Mayer Associates and the March of Dimes, along with my work at Ursinus, I used my management skills to negotiate and consult with others, analytically design a successful plan, and execute my ideas. I am confident that I can bring my strong, diverse, and technical background to best fit the current needs and future ventures of Deloitte.

I welcome the opportunity to speak with you about my qualifications and ways that I can contribute to Deloitte. Thank you and I look forward to hearing from you soon.

Sincerely,

Jane Doe

John Doe
Collegeville, PA 19426
johndoe@ursinus.edu
610-XXX-XXXX

DATE

Doctor's Name
Company Name
Company Address
Plymouth, PA 19426

Dear Dr. Name,

I am a biology major at Ursinus College applying for the Undergraduate Summer Intern position at Name Laboratory. I am excited about the opportunity to work for a lab that focuses on biomedical research. I believe my experience in both biology and chemistry research at Ursinus, as well as my passion for medicine, make me a strong candidate for this position.

While working as a research assistant for Dr. Name, I gained experience in cellular biology research. I implemented genetic, cellular, and developmental approaches while dissecting the mechanisms of cell proliferation, differentiation, and death. I was trained by Dr. Name and worked alongside his PhD graduate assistant, using sophisticated lab equipment and taking accurate measurements. In addition, I maintained the lab daily by setting up specimens and cleaning equipment.

As a laboratory assistant in the physical chemistry lab, I supported the PI by preparing 15 different chemical solutions for multiple lab sections per week. I was trained to use advanced lab equipment and was entrusted with daily lab set-up and breakdown. For two semesters, I instructed 25 Ursinus freshmen on laboratory procedures, and helped teach the basics of chemical properties.

Along with my research experience, my goal is to attend medical school and eventually become a cardiologist. I would love the opportunity to join the Name Laboratory as an intern this summer. Thank you for your time and consideration.

Sincerely,

John Doe