

536 Western Avenue
Albany, NY 12210

April 29, 1999

Judith W. Player
Vice President, Strategy Group
Accenture
3rd Avenue Plaza
New York, NY 10022

Dear Ms. Player:

I am writing to apply for the position of Assistant Consultant, which you advertised through the New York Times. I will be receiving my Master of Business Administration in Management Information Systems this coming May from the University at Albany School of Business.

When I graduate this May, I plan to pursue a career in strategy consulting with a firm such as Accenture. The prospect of joining your firm interests me particularly because your division of Strategy Implementation focuses on improving the profitability of small companies. My success in getting top quality products out the door on schedule despite personnel shortages and facility constraints should allow me to contribute immediately to your practice.

The program at the University at Albany has provided me with an excellent understanding of practical consulting considerations. While at Albany, I developed and implemented a Web-based strategy for a local firm's largest product line, resulting in the firm's first profitable year. Prior to entering UAlbany, I spent four years in the electronics industry as a product development engineer. My success in decreasing product development time by 30% required me to work effectively as a team member, and sell my ideas to people who were often 20 years my senior, over whom I had no direct authority.

Thank you for your consideration. I am looking forward to the opportunity to interview with you.

Sincerely,

Jane Doe

Enclosure