Date

Hiring Person’s Name, Title (if available)

Address

Dear Specific Name or Dear Hiring Professionals:

Introduce yourself, state your purpose, your motivation (why you are interested in the job) and any references—how you learned about the job. Briefly overview why your values and goals align with the organization's and how you will help them—how you match the position requirements

Your argument or sales pitch—what do you have to offer—you need to do some research on the company and their presence in Korea and the position you are applying for.

* Show you're a good match for the organization's mission/goals and job requirements.
* Convince your reader that the company will benefit from hiring you.
* Provide a strong reason why your employer should hire you and how they will benefit from the relationship.
* Maintain an upbeat/personable tone.
* Avoid explaining your entire resume but use your resume as a source of data to support your argument (the two documents should work together).

The closing—restate your strengths

* Restate why you align with the organization's mission/goals.
* Restate why your skills match the position requirements and how your experience will help the organization.
* Inform your readers when you will contact them.
* Include your phone number and e-mail address.
* Thank your readers for their consideration

Sincerely

Signature

Printed Name

University name

Name of Degree

Enclosure: Resume

17 April 2012

Contact Name (if available)

Recruiting Manager

Bain & Company SE Asia, Inc. Level 11, 50 Collyer Quay Singapore 049321

Dear Hiring Professionals:

In October 2011, I had the privilege of attending Bain & Company’s presentation at my campus and speaking to several consultants. I was deeply impressed by Bain’s commitment towards innovation, passion for delivering measurable results for clients and its supportive and collegial environment. Having also spoken to a friend currently at Bain, I am convinced that it is the ideal place for me to contribute and develop myself. It is with this in mind that I write to you to apply for the Associate Consultant position.

My interest for consulting was sparked when I achieved first runner-up in a business case challenge last year. I greatly enjoyed structuring the client’s problem of whether to shift its strategic focus to pawn broking from jewelry and developing recommendations with a lasting strategic and financial impact. The opportunity to use my skills to help the client to solve difficult problems and deliver measurable results was particularly meaningful to me. I would like to extend this experience further through consulting at Bain as its staunch commitment towards bottom line results for the client is a value that I share. I hope to bring my commitment towards making a difference to an organization’s success to Bain.

I believe that my experiences thus far have equipped me with valuable skills that will empower me to make an impact at Bain. As a research assistant for a professor and an analyst intern at my prior internship, I have been trained to be creative and resourceful in my search for data, which will be helpful during consulting projects. Having been a leader in a variety of school activities, I have also developed strong problem-solving skills and communication skills from liaising with internal and external stakeholders regularly. I hope that my skills and my passion for exploring unchartered territory and implementing new ideas would fit in well with the strong entrepreneurial culture at Bain and I can do my part for coming up with ideas that would boost the bottom-line value of clients.

The vast opportunity to learn and network with people having the same interest truly excites me. Thank you for your consideration and I look forward to your favorable reply soon.

Yours sincerely,

Your Name

Your University

Candidate for Your Degree

Enclosure: Resume

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| --- | --- | --- | --- |
| **EDUCATION** | | | |
|  | **University Name, City, Country** | | **Start date - Present** |
|  | *Candidate for Name of Your Degree(s)* | | |
|  | * Scholarships or awards (if any) | | |
|  | * Courses Taken(optional) | | |
|  | **University Name, City, Country** | | **Dates Attended** |
|  | *Exchange Student* | | |
|  | * Scholarships or awards; unique achievements (if any) | | |
|  | * Courses Taken(optional) | | |
|  | | | |
| **RELEVANT EXPERIENCE** | | | |
|  | **Name of Company, City, Country** | | **Dates Employed** |
|  | *Job title* | | |
|  | * Describe your accomplishments while working using an active verb in the past tense | | |
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|  | **Name of Company, City, Country** | | **Dates Employed** |
|  | *Job title* | | |
|  | * Describe your accomplishments while working using an active verb in the past tense | | |
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|  | | | |
| **LEADERSHIP ROLES AND ACTIVITIES** | | | |
|  | **Name of Organization or Club** | | **Dates of Membership** |
|  | *Your title or role* | | |
|  | * Describe your contributions to the club or what you gained or learned | | |
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| **SKILLS & INTERESTS** | | | |
|  | **IT Skills** | List computer skills – programs, platforms | |
|  | **Languages** | List languages, level of fluency, years of study, test scores | |
|  | **Interests** | List some of your interests and hobbies, especially the unique ones | |

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| --- | --- | --- | --- |
| **EDUCATION** | | | |
|  | **Singapore Management University (SMU), Singapore** | | **Aug 2009 - Present** |
|  | *Candidate for Bachelor of Business Management (Major in Finance) and Bachelor of Accountancy* | | |
|  | * Achieved GPA: 4.00 / 4.00 and placed on Dean’s List in Academic Year 2009/2010, 2010/2011 | | |
|  | * Awarded SMU Scholarship (2009-2013) for outstanding academic and co-curricular achievements | | |
|  | **Yonsei University, Seoul, Korea** | | **Mar 2012 - Present** |
|  | *Exchange Student* | | |
|  | * 1 of 3 students awarded the Singapore International Chamber of Commerce Exchange Scholarship | | |
|  | * 1 of 8 students (out of 500) awarded the Global Korea Scholarship by the Korean government | | |
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| **RELEVANT EXPERIENCE** | | | |
|  | **Harmony Capital Pte Ltd (Private Equity/Hedge Fund), Singapore** | | **Dec 2011 - Feb 2012** |
|  | *Investment Analyst Intern* | | |
|  | * Evaluated investment ideas and helped the firm source for potential acquirers by conducting primary research through Bloomberg and Capital IQ, creating 11 company profiles and 3 industry profiles | | |
|  | * Analyzed key demand and supply drivers of crude oil prices and produced a report on the 2012 crude oil price outlook to give the firm perspective on its equity in a Chinese oil production company | | |
|  | **Genk Capital Pte Ltd (Proprietary Trading Firm), Singapore** | | **May 2011 - July 2011** |
|  | *Trading Intern* | | |
|  | * Initiated a project on Nikkei 225 futures calendar spreads to help improve the firm’s profitability, designing an Excel model that calculates the fair value of the calendar spreads to ~99% accuracy | | |
|  | * Researched carry trades and their impact on money flow around the globe by extracting and analyzing market data from Bloomberg and reading various financial websites, completing a 39-page report within 1 week and improving traders’ trading strategies | | |
|  | | | |
| **LEADERSHIP ROLES AND ACTIVITIES** | | | |
|  | **Tax Society @SMU** | | **Aug 2011 - Present** |
|  | *Founder & President* | | |
|  | * Founded a tax advisory club by convincing 7 peers with an interest in tax to form the founding committee and liaising with external and internal stakeholders to lay the groundwork for the founding | | |
|  | * Created a strong value proposition by tailoring activities to the needs of students interested in taxation and giving them avenues for professional and academic development, attracting ~100 members | | |
|  | **SMU Accountancy Society** | | **May 2010 – Aug 2010** |
|  | *Finance Director for Freshman Camp* | | |
|  | * Led a team of 3 to plan an operational budget of $20k by conducting trade-off analyses between camp activities, ensuring optimal fund allocation and achieving 85% participant satisfaction | | |
|  | * Advised camp committee members on cheaper alternatives for logistics required for camp activities to cut costs, ensuring precise execution of the budget and achieving ~$2k surplus | | |
|  | | | |
| **SKILLS & INTERESTS** | | | |
|  | **IT Skills** | Microsoft Word, Excel, PowerPoint | |
|  | **Languages** | English (fluent); Chinese (native) | |
|  | **Interests** | Singing (school vocalist); Drama (acting); Soccer; Strategy games; Travelling | |