

JIM SMITH

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January 7, 20XX

Mr. James Field
Putnam, Hayes, & Bartlett, Inc.
10940 Boulevard Road, Suite 1500
Huntsville, AL 35802

Dear Mr. Field:

I am writing regarding the Research Assistant Position. I am interested and excited about the position at Putnam, Hayes, & Bartlett, Inc. because it offers an ideal opportunity to expand my knowledge of the consulting profession.

As an Economics major at the University of North Alabama, I have taken a variety of courses preparing me for a career in economics and management consulting. In Public Finance and Labor Economics, I studied cost-benefit analysis and labor structures. Currently, in Industrial Organization, I am learning the intricacies of corporate institutions. I have also taken several communications and persuasion courses which will help me to work effectively on project teams and with clients. I enjoy using computers and have extensive experience with application software. As can be seen through my academic record, I love to be challenged, to work hard, and to excel. I have supplemented my education with an assortment of internships and summer employment. Through these experiences I have been able to express my creativity and enhance my analytical abilities. In both academics and employment, I am self-motivated and dedicated. I work not only until the job is done, but until it is done well.

I am very interested in working as a Research Assistant. I feel that my abilities and interests will help me to succeed at Putnam, Hayes, & Bartlett, Inc. I would like to meet with you to attain more information about your organization and to further discuss my qualifications for the position. If you need any more information from me, or if you have any questions, please feel free to call me at (213) 345-3456.

Sincerely,

Your Signature Goes Here

Jim Smith

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