

[name]  
[address]  
[phone number]  
[email]

[date]  
Hiring Manager  
[firm]

Dear Hiring Manager,

I am writing to express my interest in the [position name]. As a Policy Analysis and Management major at Cornell University with minors in Business and Law & Society, I believe my problem solving, communication, and analytical skills would make me a good fit for [firm]'s [position].

Last summer, I was a Project Management intern for Highmark Health's Enterprise Change team, a team of internal consultants focused on change management. During my time with Highmark Health, I was responsible for organizing weekly meetings, working with the team to create a project schedule, ensuring team members adhere to deadlines, and helping troubleshoot any issues the team encountered, for a team of 15+ people. I also created change management resources that were published on an internal website for company use, and surveys used by Human Resources in identifying positive and negative employee experiences following change. My time as a Project Management intern not only left me with real experience leading and communicating with a team, but also analyzing problems faced by the organization, and developing and implementing solutions with the team.

On campus, I have been involved with clubs such as Cayuga Healthcare Consulting, which has also allowed me to work with a team to provide consulting services to real clients. While with CHC, I have helped numerous clients with various forms of market research, such as demographics analysis, advising on distribution channels, and market sizing for several medical products. I am also a member of Cornell Equity Research, where I perform financial valuations of various publicly-traded organizations. This has left me experienced in both qualitative and quantitative business analytics. As part of my quantitative analyses, I create financial models, such as DCFs, 3 statement models, and comparable company analyses.

I believe my research, problem solving, and analytical skills, as described in my resume, as well as my experiences working with clients and as an internal consultant, make me an excellent candidate for [firm]'s [position]. Thank you for your time and consideration.

Best regards, [name]