

September 12, 2014

James Gilligan, Lead Recruiter
The Granger Group
One Silver Way
Boston, MA 02215

Dear Mr. Gilligan:

Your firm's advertisement for a consultant position (job listing #2578) caught my eye. I believe that my skill set and work experience make me a perfect candidate for the job.

I have eight years of experience at Ridge & Co., a 500-consultant firm. I have a Master of Business Administration from Stanford University, and I have continued to update my professional skills by earning certification from the Institute for Certification of Computing Professionals, Project Management Institute, and the Institute of Management Consultants USA. I have enclosed my résumé, which details my qualifications and provides more information on how I might be an asset to your firm.

I will contact you shortly to see if you have received my application materials. I would appreciate the opportunity to meet with you to discuss how my background might fit your firm's needs. Thank you.

Sincerely,

Robert Mould
60 Prospect Avenue
Norwood, MA 02062