

Sample Cover Letter Analyst Position, Environmental Consulting

Your Name
Address
City, State Zip Code
203-333-4444
your.name@yale.edu

Employer Name, Title
Company Name
Street
City, State Zip Code

Month 16, 2009

Dear Ms. Jones:

I first learned of GreenOrder when Andrew Shapiro spoke on “Using Green to Win: Sustainable Innovation and Competitiveness” at Yale School of Forestry & Environmental Studies this fall, and have been very interested in GreenOrder’s interdisciplinary approach to using green leadership to spur innovation, enhance competitiveness, and boost profits for clients. I was very pleased to see on your website that you are accepting applications for an Analyst position, and I am writing to apply for it.

In my Master's program at Yale, I focused on climate change economics and enriched my curriculum with statistics, economics and management courses. In a Yale School of Management course titled *Leadership & Values*, I examined the arguments behind corporate social responsibility and applied the knowledge learned to a group project to devise an environmental strategy for a European airline. As a testimony to the creative problem-solving skills of my team, a suggestion we proposed, which is to replace some of the short-haul flight with high-speed rail services, was developed separately and is now being considered by the particular airline.

As an undergraduate majoring in statistics at X UNIVERSITY, I have developed quantitative and modeling skills. In my freshman year I was admitted to the Special Program in Science at the Science Faculty where I took interdisciplinary science courses.

My professional experience includes a summer internship with the Green Ministry of Environment, where I studied the impact of carbon pricing on major industries in Green, and a case-writing project at Yale in collaboration with CERES, a non-profit organization based in Boston, where I wrote cases about companies that are exemplary in their business response to climate change.

With my quantitative training, creative problem-solving skills and relevant coursework and professional experience, I am confident of excelling in the position of Analyst at GreenOrder.

I hope you will find my knowledge and experience a great potential addition to GreenOrder and look forward to discussing with you further the possibility of putting my skills to work for your organization.

Thank you for your consideration, and I look forward to hearing from you.

Sincerely,

YOUR NAME