

Sample Cover Letter Analyst Position, Environmental Consulting

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

This applicant selected one practical course project in line with the work of the targeted employer and concisely described the project, her role and both the short-term and longer-term results

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

Writer concisely exhibits knowledge of company and explains her interest

The writer makes her application unique and makes a connection based on a talk given by FES/SOM alumnus and founder of GreenOrder

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.

Name the position

I hold a Masters of Environmental Management from Yale School of Forestry & Environmental Studies with a special focus on climate change economics. I have extensive knowledge of statistics, economics and business management practices, as well as highly developed quantitative and modeling skills. In addition, I have a solid understanding of the challenges and opportunities of corporate social responsibility. Through practical coursework at the Yale School of Management in a course titled *Leadership & Values*, I examined the arguments behind corporate social responsibility and applied the knowledge learned to a real world 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.

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.

Additional experience relevant to the goals and work of the employer

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.

Recap qualifications concisely

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

Sincerely,

YOUR NAME

It's okay to talk about courses you've taken, but be careful of too much focus on life as a student. There is an important mental shift from student to expert, from 'consumer' of knowledge to valuable member of a team hired to solve problems and bring in revenue. Be sure to write about your top expertise without always mentioning how you got the expertise--i.e. it is not necessary to write "In the courses Environmental Economics and Statistics, I learned statistics, economics..." Instead simply state that you HAVE this knowledge.