

January 15, 20xx

1233 Broad Street
Long Branch, New Jersey 07764

Ms. Megan Kelly
Vice President of Human Resources
Waverly Consulting Partners
88 Madison Ave
New York, New York, 10012

Dear Ms. Kelly,

A mutual friend, Mr. Richard Arnold, suggested I write to you regarding career opportunities at your organization. I understand you have known Mr. Arnold for some time. He and I have been neighbors and attend the same recreational sports league. While talking with him recently, he mentioned your name and said you might be a good contact for me to explore my career interest.

I've included my resume with this message for your review. Specifically, I am looking to start my career in consulting and have a strong interest in consumer products. That is one reason among many why I thought your firm would be a good fit for me. I reviewed your website and found the mix of product offerings and cutting edge advertising copy very appealing.

In today's job market the competition for excellent opportunities is very competitive. I truly believe my skills and attitude can make a significant contribution to the firm. It would be a pleasure to meet with you sometime in the near future to continue this discussion.

I can be reached at the address above, by phone at 732-555-2378 or via email at BrianJohnson@email.com. I'll be sure to let Mr. Arnold know I contacted you.

Sincerely,

Brian Johnson

cc: Mr. Richard Arnold