

[Your Full Name]
[Your Address]
[Your Phone Number]
[Your Email Address]
[LinkedIn Profile URL]

[Date]

[Hiring Manager Name]
[Title, if known]
[Firm Name]
[Firm Address]

RE: Referral for Associate Consultant Position - [Your Name]

Dear [Hiring Manager Name/Recruiting Team],

I am writing to express my strong interest in the Associate Consultant position at [Firm Name]. I was recently encouraged to apply for this role by [Alumni Name], a former [Alumni's Former Title] at [Firm Name], who spoke highly of the firm's collaborative culture and commitment to delivering high-impact solutions for clients.

As a [Current Major/Current Role] at [University/Current Company], I have developed a robust analytical foundation and a keen interest in solving complex business problems. My background in [Specific Skill or Academic Area] has prepared me to tackle the rigorous quantitative and qualitative analysis required at [Firm Name]. Through my experience with [Specific Project or Internship], I have demonstrated the ability to [Mention a key achievement relevant to consulting, e.g., synthesize large datasets, manage stakeholder expectations, or drive process improvements].

I am particularly drawn to [Firm Name] because of its industry-leading work in [Specific Industry or Practice Area]. Having discussed the firm's methodology with [Alumni Name], I am confident that my proactive approach and dedication to professional excellence align with the standards of your team.

Thank you for your time and consideration. I have attached my resume for your review and look forward to the possibility of discussing how my skills and background can contribute to the success of [Firm Name].

Sincerely,

[Your Name]