

[Your Full Name]

[Your Phone Number]

[Your Email Address]

[Your LinkedIn Profile URL]

[Date]

[Hiring Manager Name]

[Title]

[Firm Name - e.g., Deloitte, Mercer, Willis Towers Watson]

[Office Location]

RE: Application for [Exact Job Title] - Referred by [Referrer's Name]

Dear [Mr./Ms. Last Name],

I am writing to express my strong interest in the [Job Title] position within [Firm Name]'s Human Capital practice. I was encouraged to apply by [Referrer's Name], [Referrer's Title] at your firm, who spoke highly of the team's approach to [specific service line, e.g., Workforce Transformation, Rewards, or Organization Design].

With a background in [Your Current Field/Degree], I have developed a keen interest in how human capital strategy drives organizational performance. During my time at [Previous Company/University], I successfully [mention a key achievement involving data analysis, stakeholder management, or project delivery]. I am particularly drawn to [Firm Name]'s recent work regarding [mention a specific firm publication, whitepaper, or industry award].

My experience aligns with the consultative requirements of this role, specifically in:

- **[Skill 1, e.g., Change Management]:** [Briefly describe relevant experience].
- **[Skill 2, e.g., Quantitative Analysis]:** [Briefly describe relevant experience].
- **[Skill 3, e.g., Client Communication]:** [Briefly describe relevant experience].

I am confident that my analytical mindset and commitment to solving complex people-related business challenges will make me a valuable asset to your consulting team. I have enclosed my resume for your review and look forward to the possibility of discussing how my skills can contribute to [Firm Name]'s continued success.

Sincerely,

[Your Signature]

[Your Printed Name]