



Writing a....

Cover Letter

...for Consulting

1. The Framework ✕

A Cover Letter for Consulting is meant to explain your current **relationship with the firm** and how much you'd like to join them because you're the **best match**.

- When did you meet them for the first time (event, workshop...)
- Current employees you've networked with
- Everything you know about them and what makes them unique: current projects, trends, challenges, areas of expertise

2. Be efficient ✕

There are **3 Key things** to keep in mind before you start writing your cover letter:

- 1** 300-350 words max.
- 2** Same format as the CV (Heading with personal information, font and size)
- 3** 3 main sections + Closing

3. Time to write ! ✕

Introduction: Who are you? What defines you as a professional? How is that you're related to consulting? How did you find out about the vacancy?

Company's paragraph: What do you know about them? How did you meet them? What do you know about their services, current projects and about their most recent news? What projects do they have that matches with your skills and interests? **AND MOST IMPORTANT:** Who have you talked to who currently works in the firm?

Matching's paragraph: Using bullet points, you highlight 3 main values to match you with the brand culture, and then how you developed that skill in your previous experience (max. two lines per bullet)

Closing: It's essential to add one last sentence showing your gratitude for dedicating the time to read your cover letter.

CONSULTING TEAM at IE Talent&Careers

Do you need consulting specific guidance or support ? Write to us!

