

Name
Address Line 1
Address Line 2
Phone
Email

[Date]

McKinsey & Company
Re: [Position Title] in [City] office

To Whom It May Concern:

As a junior majoring in [Major] at [College], I am excited to apply for a Summer Associate role in the Los Angeles, San Francisco, or New York offices. I am confident my previous internship experience, analytical skills, and problem-solving ability will enable me to add quick value to the firm's teams and clients.

My overwhelmingly positive experiences with McKinsey moved me to apply. From attending the McKinsey info session and speaking with several consultants including John Smith and Kate Doe, I learned about the distinguishing qualities that make McKinsey an ideal place to start a career. But beyond the obvious credentials of a top-notch client base, unmatched global network, and a platform to effect deep, large-scale change on business and society, it is the passion for business and true culture of collaboration I have seen exhibited in McKinsey consultants that sets the firm apart for me.

I have had an interest in consulting ever since middle school, when I first made recommendations to my parents on adjustments to make at the restaurant they owned. Seeing how my subtle suggestions delighted customers had me hooked, and problem-solving within a business context has been my aim ever since.

Since then, I have pursued this goal via multiple internship and project experiences. As a student consultant for a nonprofit organization, I led a team of four on a cost-reduction project. My research and analysis led to a successful recommendation of how our client could reduce costs by 15% while increasing payroll. Through a workstream I led as a Business Analyst at Dropbox, I led 10 focus groups and conducted a nationwide survey with 3,000+ responses to identify the top 5 millennial technology trends. These trends were then compiled in a report presented to senior leadership to inform decision-making.

Thank you for your time and consideration; I look forward to hearing from you soon.

Best regards,

[Name]