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Company X
249 Smith Grove Rd.
Dallas, TX 39402

Dear Ms. Collins,

I am writing to express my interest in the [Position Title] at Company X. I see that your company places a high value on the personal growth of its employees while also being able to stand out as a leader in the field of healthcare consulting. I am very impressed by your recent approach to conducting a strategic review of the Health and Ageing Department by looking at how to provide greater automation, integration and sharing of data across systems. This relates well to my own experience in developing and implementing strategic approaches to problems that integrates new technologies.

This summer I had two experiences that equipped me for a role in consulting. One of which was Accelerator, Vanderbilt's Summer Business Institute where I had the opportunity to work on projects for six different companies. I was able to further develop my leadership skills through a project with the Johnson Center, a Nashville non-profit organization. I had the opportunity to lead a team of eight in creating a branding strategy including marketing tactics and participation incentives. We had a total of 20 hours to complete the project so it was imperative that I learned how to manage time effectively to meet the deadlines as well as strike a balance between delegating tasks and contributing as a member of the team. Since our time was so short, I managed the team's effort by identifying member's key strengths and determining what skills they could contribute. The skills developed through this project relate directly to your needs for excellent project management as well as a results-oriented approach to consulting assignments.

My team-oriented approach to problem-solving is also evident in my internship at Roth & Randall, where I learned how to successfully complete my project without any prior knowledge of business cases or the health management industry. I started out by working with colleagues in my department as well as doing independent research to get a better understanding of the company. As I delved deeper into my project and interacted with senior management to gain insight into the company, it became apparent that the company was lacking a long-term strategy. I took the initiative to expand my project to include the development of a long-term vision. My final product gave the company four different courses of action. Based on my research and a cost-benefit analysis, I recommended one of these options which was then presented to the entire executive team by the Vice-President of Informatics. It is my firm belief that I can bring these experience as a strategic thinker to enhance your firm's ability to best serve your clients to find solutions.

I look forward to the opportunity to speak further with you about the contributions I can make to Company X. A copy of my resume is enclosed for your reference. I can be reached at 615-636-4899 or via email at Kathy.stuart@vanderbilt.edu. Thank you very much for your time and consideration.

Sincerely,

Kathy Stuart