

Sample Cover Letter Analyst Position, Environmental Consulting

Your Name
Address
City, State Zip Code
203-333-4444
your.name@yale.edu

Selects one practical course project in line with work of firm and concisely describes project, specific role and both short- and long-term results

Employer Name, Title
Company Name
Street Number Street
City, State Zip Code

Concisely exhibits knowledge of and professional interest in firm

Application made unique by referencing a talk given at F&ES by CEO

Month 16, 2017

Dear Ms. Jones:

I first learned of GreenOrder when Andrew Shapiro spoke on “Using Green to Win: Sustainable Innovation and Competitiveness” at Yale School of Forestry & Environmental Studies this fall, and have been very interested in GreenOrder’s interdisciplinary approach to using green leadership to spur innovation, enhance competitiveness, and boost profits for clients. I was happy to see that you are accepting applications for an Analyst position, and am confident that I would bring strong knowledge and skills to the role.

Name position

I hold a Masters of Environmental Management from Yale School of Forestry & Environmental Studies with a special focus on climate change economics. I have extensive knowledge of statistics, economics and business management practices, as well as highly developed quantitative and modeling skills. In addition, I have a solid understanding of the challenges and opportunities of corporate social responsibility. Through practical coursework at the Yale School of Management in a course titled *Leadership & Values*, I examined the arguments behind corporate social responsibility and applied the knowledge learned to a real world group project to devise an environmental strategy for a European airline. As a testimony to the creative problem-solving skills of my team, a suggestion we proposed, which is to replace some of the short-haul flight with high-speed rail services, was developed separately and is now being considered by the particular airline.

My professional experience includes a summer internship with the Green Ministry of Environment, where I studied the impact of carbon pricing on major industries in Green, and a case-writing project at Yale in collaboration with CERES, a non-profit organization based in Boston, where I wrote cases about companies that are exemplary in their business response to climate change.

Concrete examples of knowledge of CSR through course casework

With my quantitative training, creative problem-solving skills and relevant coursework and professional experience, I am confident of excelling in the position of Analyst at GreenOrder. I would welcome the opportunity to discuss the possibility of putting my skills to work for your organization.

Reiterate how you can help employer and briefly close

Thank you for your consideration, and I look forward to hearing from you.

Sincerely,

YOUR NAME

Good balance of simply stating skill/knowledge and explaining knowledge gained by specific course. Note important mental shift from student to expert when entering market. Try to avoid putting all knowledge, skill and experience in context of a course, or overly focus on student status.