

**. . . To Short and Professional**

We recommend the following rewrite, which is simple, clear, and to the point.

**LINDA S. BRADFORD**

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Los Angeles, CA 90046  
310-555-0883

August 30, 2004

Hamilton Trout  
Andersen Consulting  
Spear Street Tower  
One Market Plaza  
Suite 3700  
San Francisco, CA 94105

Dear Hamilton:

I am writing to introduce myself as a candidate for a consulting position at your firm. I have excellent academic and professional credentials, as indicated on my enclosed resume. Throughout my professional career, I have adhered to the highest standards of excellence and have demonstrated strong communication skills, analytical ability, poise, creativity, and dedication. [note - we need to then see clear evidence of these claims on the resume!]

Andersen's excellent reputation and corporate clientele are an ideal match with my interests. In particular, I believe my experience in formulating legal strategies and preparing analyses for complex litigation cases would be an excellent addition to your Strategic Services Competency Group.

I plan to be in San Francisco the week of September 15 and would like to meet with you then to further discuss my qualifications. I will call you on Friday and look forward to scheduling a meeting at your convenience in mid-September.

Very truly yours,

Linda S. Bradford