

Energy and Sustainability cover letter

[Address]

[Date]

[Name]
[Company]
[Address]

Dear [Name]:

As a first-year MBA student at Columbia Business School (CBS), I am very interested in [Company] and would like to be considered for the Research Analyst/Trading Assistant position at [Company].

With a multidisciplinary background in environmental science and public policy, I am very engaged in energy-related policy issues such as global climate change and sustainable development, which are no doubt key strategic issues for an integrated energy provider like [Company]. This interest has brought me to two conferences of the parties to the United Nations Framework Convention on Climate Change as well as the World Summit on Sustainable Development in Johannesburg. In fact, these experiences in international policy-making have strengthened my belief in the private sector's potential to be a force for positive change in our global environment. While hydrocarbon will likely remain the backbone of our global energy infrastructure for the coming decades, the world will undoubtedly undergo some unprecedented changes as the energy regime is transformed into a greater dependence on alternative sources of energy.

As an officer of the CBS Energy Roundtable, I got in touch with [Company's] Senior Human Resource Specialist [Name] and organized for several [Company] members (including [Names and Titles]) to discuss the current state of the energy sector with our members. Successful and informative, the event greatly interested me in [Company].

Through conversations with [Names above], I found [Company] to be a very dynamic organization with a bright and successful team and an ideal setting for someone like me who is deeply interested in the global hydrocarbon trading activity. Furthermore, I believe that I possess some valuable skills, which, coupled with my passion for the energy sector, would enable me to succeed at [Company].

Prior to business school, I worked as a management consultant with [Company], where I had exposure to many different industries (financial institutions, paper & pulp, publishing, and pharmaceutical industries) and developed solid analytical and problem-solving skills, which I believe to be highly transferable to a position at [Company]. As someone that thrives on challenges, I am a fast learner and have gained a solid understanding of options and the basic operations of over-the-counter markets through a business school course entitled "Capital Markets and Investments." I plan to continue concentrating in Finance at CBS as I aim to strengthen my financial analysis and modeling skills to leverage my keen quantitative aptitude and to complement my ability to think and lead strategically.

I believe that my quantitative and analytical skills coupled with the acumen for strategic thinking and a passion for the global energy flow will translate into a good fit for the [Company]. I would very much welcome the opportunity to discuss my experiences and how my skills will contribute to [Company's] continued success. For your reference, I have enclosed a copy of my resume. Thank you for your consideration, and I look forward to hearing from you.

Sincerely,
[Name]