

January 20, 2003

Mr. Andrew Hur
Putnam, Hayes & Bartlett, Inc.
10940 Wilshire Boulevard, Suite 1500
Los Angeles, CA 90025

Dear Mr. Hur:

I am writing in regard to the Research Assistant position which was listed in the Los Angeles Times. I am interested and excited about the position at Putnam, Hayes & Bartlett, Inc. because it offers an ideal opportunity to expand my knowledge of the consulting profession.

As an Economics major at ABC University, I have taken a variety of courses preparing me for a career in economic and management consulting. In Public Finance and Labor Economics, I studied cost-benefit analysis and labor structures. Currently, in Industrial Organization, I am learning the intricacies of corporate institutions. I have also taken several communications and persuasion courses, which will help me to work effectively on project teams and with clients. I enjoy using computers and have extensive experience with application software and have supplemented my education with an assortment of internships and summer employment. Through these experiences, I have been able to express my creativity and enhance my analytical abilities. In both academics and employment, I am self-motivated and dedicated. I work not only until the job is done, but also until it is well done.

I am very interested in working as a Research Assistant and feel that my abilities and interests make me an ideal candidate for Putnam, Hayes & Bartlett, Inc. I look forward to meeting with you to attain more information about your company and to further discuss my qualifications for the position. If you need further information, or if you have any questions, please feel free to call me at 213.555.9876.

Sincerely,

Randy Willis

Encl.