



## COVER LETTER FORMAT

Your Address  
Your Address  
Date

Hiring Manager's Name, Title  
Department  
Organization  
Address

Dear Hiring Manager's Name:

In May 2022, I will graduate from the George Washington University, Milken Institute School of Public Health with a Master of Public Health degree and a concentration in Health Policy. I am applying for the Associate position at the Booz Allen Hamilton, which I saw on Handshake. My training in analytics, leadership skills, and experiences in collaborating with senior leaders in my internship at ICF has provided me with a foundation for blending well into the Health Services consulting team. I first learned of opportunities for Public Health professionals when I attended the Public Health Consulting panel last fall and spoke with a GW Public Health Alumni about my interest in Public Health consulting.

This past summer I completed an internship at ICF Consulting where I gained essential analytic, strategy, and process-thinking skills. One highlight of my experience was to review over one hundred medical records for employees under medical management at a large hospital based client, and derive potential trends that the client could use in their program design strategy. I produced analytics to support my initial findings that there were significant gaps in management for multiple costly and preventable disease states. I presented my results to our company chairman and worked directly with him to develop program design strategies that our client will implement. Since it is a relatively new practice, I also championed an internal project that documented and streamlined all processes involved in a new client engagement. This project required me to work closely with key actors at each stage of the project lifecycle, allowing me to document and analyze their processes. This document is now used in new employee training and as a practice reference guide for all new engagements.

My interdisciplinary academic background has provided me with a broad set of skills that are extremely applicable to consulting. Through graduate coursework in health economics and management including *Cost Effectiveness & Decision Making*, *Global Health Economics* and *Negotiations*, I have gained insightful perspectives on solving difficult health care questions.

Booz Allen Hamilton has stood out to me because of its dedicated team culture and wonderful opportunities it provides for personal growth and development. I believe that my education and experience will enable me to make significant contributions not only to BAH, but more importantly, to the clients you serve. If you have additional questions regarding my application, please contact me at 202-994-0000 or by email at [gwpublichealth@gwu.edu](mailto:gwpublichealth@gwu.edu). Thank you for your time and consideration, I look forward to hearing from you.

Sincerely,

First and Last Name