

3165 Lee Place  
Bellmore, NY 11710  
November 11th, 2017

Alison Jackson Frasier, Lead Consultant  
All Business Consulting, Inc.  
123 Leadership Road  
Anytown, RI 20818

Dear Ms. Frasier,

My name is Rachel Schragger and I am currently a Sophomore at the University of Rhode Island. I am a double major in Psychology and Sociology on the Pre-Med track with a minor in Leadership Studies. Having been involved with consulting for many semesters now, I feel as though I would make a great contribution to your consulting company, specifically in the Sociology and Psychology department. I am applying for this position as a Business Consultant in Psychology and Sociology as I heard about this amazing opportunity while in my Student Organization for Leadership Consultants class. I chose your organization for a multitude of reasons, one being that after reading your company's mission statement, I felt very connected to the values of the company such as Community, Inclusion, Respect, Unity, and Creativity- to name a few- as my values are Kindness, Honesty, Perseverance, Love, and Zest. I feel as though I would be a great fit at All Business Consulting, Inc. because I am an Undergraduate student in the Leadership Studies Minor at the University of Rhode Island who has taken multiple classes in Leadership. As well, I am in very good academic standing as you can see from my resume, I have a 3.94-grade point average while still taking a rigorous course-load every semester. Among these few characteristics, there are more which I will be discussing further.

I will use this opportunity to further explain why I am a good fit for the position of a Business Consultant in Psychology and Sociology. It is important to understand more about who I am, that being said, my top five strengths that I possess are Achiever, Includer, Competition, Restorative and Positivity. Using my Achiever strength, I can create and conduct programming to increase internal company productivity, efficiency, and effectiveness. As an Achiever, I am goal-oriented and task-driven meaning that I will work as hard as I can to make sure that everything is done to the best of my ability. I will not stop until I know I put my best effort into every assignment given to me and thus being productive, efficient, and effective. As a tour guide at the University of Rhode Island, we are only given an hour and a half to show prospective students why the University of Rhode Island is an amazing school. I need to be productive by giving the important information, efficient in making sure I show them everything on the tour route, and effective in showing these families why I chose to come here and why they should come here as well. Another strength of mine that will be very helpful is my Competition strength which I can use to increase retention rates within the company. Having Competition as a strength demonstrates that I strive to be the best possible consultant I can be and by showing my potential, others will want to keep coming back to the company and it will increase our retention rates. Working as a front

desk receptionist at Total Fitness, my gym, I must possess strong interpersonal skills when explaining why this gym is right for the prospective member inquiring about a membership. We want to be the gym with the highest retention rates, so my Competition strength really helps me motivate these members to sign up with us and keep coming back. Being that I am an Includer, I strive to make others feel as though they are important and a great addition to the team. That being said, I can assist in creating training programs for new staff members because I genuinely want everyone to feel comfortable working with each other and I want to foster an inclusive environment both within the company and to our clients. I know your company wants someone who has extensive experience working with demographically diverse and traditionally underrepresented and oppressed groups as well as someone who is involved with organizations and clubs. To demonstrate my qualifications, it's important to know that I am a member of the Student Organization for Leadership Consultants for many semesters now, and I have learned many skills that are transferable to your company as well as having multiple experiences when working with demographically diverse groups. Two skills, in particular, from SOLC that can be transferable to working here are interpersonal skills and both written and verbal communication skills. Interpersonal skills are skills to communicate and interact with individuals as well as groups. When we facilitate retreats for organizations, we often do activities that require a debriefing at the end. It is important to be able to communicate both verbally and nonverbally to really help the organization see the importance of each activity. I know I have these skills after seeing the evaluations from past retreats where they stated how impacted they were from these debriefings and how understanding and approachable I was. When it comes to both written and verbal communication skills, in the class section of the Student Organization for Leadership Consultants, we have done presentations where we created a powerpoint, facilitated an activity, and created a handout while working as a group to teach the class about our topic. Not only have I strengthened my teamwork skills, but also I improved my verbal communication by teaching the class and written communication when giving constructive criticism to the other presenting groups. Constructive criticism is positive messages about how they could improve and learn further.

For more in-depth information about my work and leadership experience, I am attaching my resume for your viewing. I hope you can see that I would be a great fit as a Business Consultant in Psychology and Sociology at All Business Consultant, Inc. for a multitude of reasons. I would like to thank you for taking the time to read my letter and I hope to get in further contact with you via phone call or email. My cell phone number is 516-524-9831 and my email is rachel\_schrager@my.uri.edu. Please don't hesitate to call if you have any questions or concerns. Thank you in advance and I look forward to hearing from you.

Sincerely,

Rachel Schrager