

30.07.2013  
P&G Turkey HR Department  
İçerenköy Mah. Askent Sok.  
Kosifler İş Merkezi No: 3 A Ataşehir, İstanbul

Dear Mrs. Bıyıkoğlu,

I am submitting my enclosed CV for consideration for the P&G Live Experience internship program. This internship is a good fit with my education, experience and career interests, and I would welcome the opportunity to be considered.

I am in my junior year at Koç University in Istanbul, majoring in Business Administration. My academic program has given me a strong foundation in the fields of Accounting, Finance, Marketing, and Operations Management, as well Management Information Systems. At Koç University, the demanding in-class learning experience, accompanied by case-analyses and industry based projects, prepared me for this hands-on internship opportunity at P&G.

During my internship with Henkel Turkey last summer, I gained experience in pricing and promotion strategies as well as developed strong interpersonal and teamwork skills. As a marketing intern, I assisted with the analysis of sales reports and competitor promotion strategies. Furthermore, my exposure to a variety of organizational and operational activities in my extracurricular life helped me gain the organizational and leadership skills to succeed in a business environment. I am currently an active member of the Koç University Marketing Club, we annually organize a major marketing event KAMP, in which 33 Turkish universities and 300 students from across the country participated in last year.

Additionally, I participated in the Erasmus Exchange program and had the chance to study for one semester at the prestigious Bocconi University in Italy. This international exposure, along with the P&G Live Class series I attended, helped me realize that my goal is to be part of a global company like P&G.

In closing, I would like to be part of the P&G family and contribute to its outstanding reputation. I am confident that both my educational background and skill-set qualify me for the consideration of this internship opening. Thank you very much for your time in advance, I am excited to be considered for this internship, and I look forward to hearing from you regarding the next steps.

Sincerely,

Irmak Deniz

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Sarıyer, İstanbul 34450  
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30.07.2013

McKinsey & Company  
Tekfen Tower Büyükdere Cad. No. 209 - Kat 14  
4.Levent, İstanbul 34394

Dear Ms. Öztunç,

I am writing to inquire about employment opportunities with the world's leading management consulting firm. My passion is a career in management consulting, and after speaking with representatives from McKinsey during the case interview workshop series at Koç University, I was very impressed by the company's emphasis on the culture of growth.

I will be receiving my B.S. degree in Industrial Engineering in June. My interest in management consulting started during my second year in college when I enrolled in the Competition and Strategy Track Program. The Koç University Track Program is offered to successful undergraduate students who desire to gain knowledge in a specific field by taking 12 course credits while pursuing their major degree. In addition to my engineering courses, I had the opportunity to take courses such as Game Theory and Strategy and Industrial Organization. This coming year I will be taking Competition and Market Structure and Strategic Management courses. By blending my strong analytical skills that I have cultivated by pursuing a major in engineering with business knowledge, I strongly believe I would add great value to your organization. Additionally, I realize academic excellence is valued at McKinsey & Company. Starting from my years in high school, I have always been top of my class. After ranking within the top first percentile in the university examination, I was accepted to Koç University with a full merit scholarship.

In order to expand my horizon and hands-on experience while going to school, I have taken on leadership roles in our student clubs. I have been the Vice President of the Koç University Industrial Engineers and Technology Club since 2012. In this leadership role, I successfully coordinated and led the event KULOG, the Koç University Logistic and Supply-Chain Days, in both 2012 & 2013. During these events, 300 students participated from 20 different universities, along with 15 leading companies. During my summer internship at the Colgate-Palmolive Company, I had the opportunity to work with the senior management staff and gained valuable business knowledge. At the end of my internship I presented my project to the Global Supply Chain Director. The project included an analysis of current inefficiencies in their supply chain management system, and proposals to increase efficiency. Please see details of my other activities and internship in my CV.

Lastly, McKinsey is an international company that invests heavily in its employees' professional development. I wish to start and build my career with such an organization where I can utilize my strong problem solving skills in an ever-challenging, fast-pace environment. I would greatly appreciate and enjoy an opportunity to talk with you to see where my skill set would be of the greatest benefit to your company. You can reach me at the phone number and e-mail address below.

Thank you for your time in advance.

Best regards,

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