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**Paul Harper**  
**Senior Consultant**  
**Protiviti – Independent Risk**  
**Consulting**

**10 April 2005**

Dear Mr Harper,

I am applying for the Technology Risk Consulting graduate position for 2006. You may recall I spoke to you about graduate recruitment and opportunities within Protiviti at the University of Sydney Careers Fair, where I gained a much better understanding of the kind of tasks Protiviti consultants carry out.

I am an ideal match for Protiviti due to the extensive experiences that I possess. I am currently the Vice President of the Information Technologies Society (i.SOC), which you may remember I talked to you about briefly at the careers fair. This role requires innovative thinking, working closely in a small and energetic team as well as carrying out certain tasks independently. As Vice President, I utilise my leadership skills to motivate committee members and make key decisions that ensure the success of the society. These are all key selection criteria for Protiviti.

Last year I undertook the Information Systems major project, for which I approached our client, explained to him what the project involves and then negotiated scope. This semester long project has given me extensive experience working with clients at their premises, and being project manager it has also given me great leadership, supervisory and management experience. A core component of the project was delivering two progress reports (presentations) to the class, as well as a major end of project presentation, both for assessment and to present the project to the client. These cumulative skill and experiences provide the ideal background for the Protiviti Risk Consulting Graduate Role.

My employment experiences consist of three and a half years working at McDonald's throughout high school, now I am working for ACNielsen as an executive market research interviewer. While at McDonald's I was promoted to Crew Trainer and achieved a crew person of the quarter award for all round excellence. My responsibilities included training new crew, managing and coordinating up to ten back area crew. Useful skills gained include increased confidence, interpersonal, leadership and management skills.

I have been with ACNielsen since February 2003, where my weekly interviewing commitments require me to communicate in an articulate manner, which was a key selection criteria during the telephone interview for this position. My experience relates to attaining a respondent's trust and persuading them to accept surveys. I am an IQCA Australia certified market research interviewer possessing specific active listening, interview acceptance and communication skills. Therefore I strongly believe that my experiences ensure that I am an ideal match for Protiviti.

As you can see I possess many skills which I will bring with me to Protiviti in addition to the knowledge attained at university. You will notice from reading my CV that I have exceptional drive and enthusiasm, coupled with an ambition and commitment to reach perfection; therefore I will ensure that I bring exciting and innovative ideas to Protiviti and exceed client expectations on any project I am a part of. I also have a strong belief in life-long learning, from what you told me at the careers fair, Protiviti places a high emphasis in personal development with a set number of compulsory training hours per year. This is something that I highly support and would be willing to take part in and contribute to as my career progresses.

I have a genuine desire to help businesses achieve their goals, while keeping their costs to a minimum. My helpful nature is clearly evident from the vast array of voluntary and extra-curricular activities I have taken part in, such as: Young Achievement Australia, Toastmasters International, Red Cross Calling, Stage Crew at Telstra Stadium and vice president of i.SOC. I would like to continue my voluntary contributions by being able to give something back to the community, helping others and sharing my knowledge.

Personally I never let an opportunity go by, I have embraced all facets of school and university life while studying as well as maintaining paid employment since 1997, when I started delivering newspapers, McDonald's in 1998 and ACNielsen in 2003. I have always enjoyed being challenged, therefore working and studying simultaneously has never been a problem for me. Consequently I have developed time-management and scheduling skills, which I applied last year as project manager. I have a personal belief that nothing is impossible and no challenge unattainable.

Finally I would like to express my sincere gratitude for the opportunity to join Protiviti, a global leader of truly independent internal audit and business and technology risk consulting. Thank you very much for taking the time to read my application. I look forward to hearing from you shortly regarding the next stage of the recruitment process.

Yours sincerely,

Mauricio Vasquez