

[Your Full Name]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[LinkedIn Profile URL]

[Date]

[Hiring Manager Name]

[Title]

[Bank/Institution Name]

[Company Address]

Dear [Hiring Manager Name/Title],

I am writing to express my interest in the [Job Title, e.g., Commercial Banking Financial Analyst] position at [Bank Name], as advertised on [Source of Listing]. With a strong foundation in [List Key Skills, e.g., credit risk assessment, financial modeling, and statement analysis], I am eager to contribute to your commercial lending team.

During my [Number] years of experience in [Current/Previous Field], I have developed a keen eye for detail and a deep understanding of corporate capital structures. In my previous role at [Previous Company], I successfully [Describe a key achievement, e.g., managed a portfolio of \$X million or streamlined the underwriting process for mid-market clients]. These experiences have equipped me with the analytical rigor required to evaluate creditworthiness and support data-driven lending decisions.

I am particularly drawn to [Bank Name] because of your [Mention a specific bank value, recent deal, or market reputation]. I am confident that my technical proficiency in [Software/Tools, e.g., Excel VBA, Bloomberg, or Moody's Analytics] and my ability to communicate complex financial insights to stakeholders will align with the objectives of your commercial banking division.

I look forward to the possibility of discussing how my background in financial analysis can support the growth of [Bank Name]'s portfolio. Thank you for your time and consideration.

Sincerely,

[Your Name]