

**[Your Full Name]**

[Phone Number] | [Email Address]

[LinkedIn Profile URL] | [City, State]

[Date]

[Recipient Name]

[Title/Position]

[Investment Bank Name]

[Division, e.g., Healthcare Group / M&A]

Dear [Mr./Ms. Last Name],

I am writing to formally express my interest in an Associate position within the [Specific Group Name] at [Investment Bank Name]. Having followed [Investment Bank Name]'s recent involvement in [mention a specific recent deal or market trend], I am impressed by the firm's [mention a specific quality: e.g., sector expertise/cross-border capabilities] and am eager to contribute to the team's continued success.

Currently, I am [mention current role or MBA program]. My background includes [Number] years of experience in [mention previous industry: e.g., Private Equity, Consulting, or Corporate Finance], where I developed a robust foundation in financial modeling, valuation techniques, and [mention a technical skill: e.g., LBO analysis or due diligence]. In my previous role at [Previous Company], I successfully [mention a high-level achievement: e.g., managed the execution of a \$XXM transaction], which honed my ability to perform under high-pressure environments and manage complex workstreams.

I am particularly drawn to [Investment Bank Name] because of its [mention a specific cultural or strategic aspect learned through networking]. I am confident that my analytical rigor and commitment to excellence align with the standards of your team. I would welcome the opportunity to discuss how my professional background and dedication can add value to your group.

Thank you for your time and consideration. I have attached my resume for your review and look forward to the possibility of speaking with you soon.

Sincerely,

[Your Full Name]