

[Your Full Name]
[Phone Number]
[Email Address]
[LinkedIn Profile URL]

[Date]

[Hiring Manager Name]
[Title]
[Investment Bank Name]
[Office Address]

RE: Investment Banking Associate Application - [Reference Number, if applicable]

Dear [Mr./Ms. Last Name],

I am writing to express my interest in the Investment Banking Associate position at [Bank Name] within the [Specific Group Name, e.g., TMT / M&A] group. I was encouraged to apply by [Referral Name], [Title] at [Bank Name], who spoke highly of the firm's collaborative culture and rigorous approach to [specific deal type or market focus].

Currently, I am [Current Role/MBA Candidate] at [Company/University]. Through my experience in [Previous Relevant Industry or Role], I have developed a deep proficiency in financial modeling, valuation methodologies, and complex due diligence. At [Previous Company], I notably [Briefly describe a high-impact achievement or transaction]. These experiences have equipped me with the technical foundation and professional stamina required to add immediate value to your deal teams.

[Bank Name]'s reputation for [mention a specific recent deal or firm strength] is particularly compelling to me. I am eager to bring my analytical mindset and commitment to excellence to a firm that prioritizes [Firm Value, e.g., long-term client relationships].

I have attached my resume for your review and look forward to the possibility of discussing how my background aligns with the needs of the [Specific Group Name] team. Thank you for your time and consideration.

Sincerely,

[Your Signature]

[Your Printed Name]