

[Your Name]
[Your Phone Number]
[Your Email]
[Your LinkedIn Profile]

[Date]

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

Re: Financial Analyst Position - [Referral Name]

Dear [Mr./Ms. Last Name],

I am writing to express my strong interest in the Financial Analyst position at [Bank Name], as recommended to me by [Referral Name], [Title] within your [Specific Group] department.

Having recently [graduated from/worked at] [Institution/Company], I have developed a rigorous foundation in financial modeling, valuation techniques, and corporate finance. My background includes [Key Project or Internship], where I successfully [Quantitative Result]. I am particularly drawn to [Bank Name] due to its market-leading position in [Specific Sector/Product Group] and its reputation for [Specific Deal or Cultural Attribute].

Through my conversations with [Referral Name], I have gained insight into the high-performance culture and analytical rigor expected within your team. I am confident that my technical proficiency in Excel and PowerPoint, combined with my commitment to the 80/20 principle of efficiency and accuracy, makes me an ideal fit for the [Group Name] group.

Thank you for your time and consideration. I have attached my resume for your review and look forward to the possibility of discussing how my skills can contribute to the success of your team.

Sincerely,

[Your Signature]

[Your Printed Name]