

[Your Full Name]
[Your Address]
[City, State, Zip Code]
[Your Phone Number]
[Your Email Address]

[Date]

[Hiring Manager Name]
[Title]
[Department: e.g., Global Markets / Institutional Sales]
[Company Name]
[Company Address]

Dear [Mr./Ms./Mx. Surname],

I am writing to express my interest in the **[Job Title]** position within the Global Markets division at **[Company Name]**. I was recently encouraged to apply for this role by **[Referral Name]**, who currently serves as **[Referral's Title]** at your firm and suggested my background in business development would align well with your team's strategic goals.

With **[Number]** years of experience in **[Specific Sector: e.g., Fixed Income, Equities, or FX]**, I have developed a proven track record of identifying untapped market opportunities and cultivating high-value institutional relationships. My previous work at **[Previous Company]** involved **[Key Achievement: e.g., expanding the EMEA client base by 25%]**, requiring a deep understanding of cross-border regulatory frameworks and complex financial products.

I am particularly drawn to **[Company Name]**'s reputation for **[Specific Company Strength: e.g., innovative liquidity solutions or market-leading research]**. My expertise in **[Skill 1: e.g., CRM optimization]** and **[Skill 2: e.g., quantitative market analysis]** positions me to contribute immediately to your business development objectives and revenue growth.

Thank you for your time and for considering my application. I have attached my resume for your review and look forward to the possibility of discussing how my experience can support the continued expansion of your Global Markets desk.

Sincerely,

[Your Name]