

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

[Date]

[Hiring Manager Name]
[Title]
[Company Name]
[Company Address]

Dear [Hiring Manager Name],

Re: Application for Mergers and Acquisitions Lead

I am writing to express my interest in the Mergers and Acquisitions Lead position at [Company Name]. With a proven track record in [Number] years of corporate development and transactional execution, I am confident in my ability to drive inorganic growth and manage complex deal lifecycles for your organization.

In my previous role at [Current/Previous Company], I spearheaded [mention specific deal types, e.g., cross-border acquisitions, divestitures, or joint ventures] valued at [Dollar Amount]. I have extensive experience in sourcing proprietary deal flow, overseeing rigorous financial modeling, and leading multidisciplinary due diligence teams. My focus remains on identifying synergies that align with long-term strategic objectives while ensuring seamless post-merger integration.

[Company Name]'s recent focus on [mention a specific industry trend or company initiative] aligns perfectly with my expertise in [specific niche, e.g., tech-stack integration or emerging market expansion]. I am particularly skilled at negotiating deal structures that mitigate risk while maximizing shareholder value, and I am eager to bring this strategic mindset to your executive team.

Thank you for your time and consideration. I look forward to the opportunity to discuss how my background in M&A strategy and execution can contribute to the continued success of [Company Name].

Sincerely,

[Your Signature (if sending via mail)]
[Your Full Name]