

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

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[Date]

[Hiring Partner Name]  
[Title, e.g., Managing Director]  
[Private Equity Firm Name]  
[Firm Address]  
[City, State, Zip Code]

Dear [Mr./Ms./Mx.] [Last Name],

I am writing to express my strong interest in the Vice President position at [Firm Name], as advertised through [Source]. With [Number] years of experience in middle-market private equity and investment banking, specifically within the [Industry Sector] space, I have developed a robust track record of sourcing proprietary deals, executing complex transactions, and driving value creation within portfolio companies.

At [Current/Previous Firm], I led the end-to-end execution of [Number] platform acquisitions and add-on investments representing over \$[Amount] in deployed capital. My experience as a Senior Associate/VP has equipped me with the ability to manage lean deal teams, oversee rigorous financial modeling, and lead the due diligence process. Notably, I played a key role in [Mention a specific deal or exit], achieving a [Multiple]x MOIC and [Percentage]% IRR by implementing [Specific Operational Strategy].

Beyond transaction execution, I am deeply committed to post-acquisition management. I have worked closely with management teams to optimize [Specific KPIs], restructure [Specific Department], and navigate [Challenging Market Condition]. My approach combines analytical rigor with a collaborative mindset, ensuring that strategic initiatives translate into measurable EBITDA growth.

[Firm Name]'s reputation for [Mention a specific firm strength, e.g., operational turnaround expertise or sector-specific focus] aligns perfectly with my professional background and investment philosophy. I am eager to bring my network of intermediaries and my hands-on portfolio management experience to your team.

Thank you for your time and consideration. I look forward to the possibility of discussing how my experience in [Sector] can contribute to the continued success of [Firm Name]'s investment mandates.

Sincerely,

**[Your Full Name]**