

TEMPLATE

[Your Name]

[Your Phone Number] | [Your Email]

[LinkedIn Profile URL]

[Date]

[Hiring Partner Name]

[Firm Name]

[Firm Address]

Dear [Mr./Ms. Last Name],

I am writing to express my interest in the Principal position at [Firm Name]. Having closely followed [Firm Name]'s recent investments in [Specific Sector], I am impressed by your thematic approach to scaling high-growth technology companies.

During my [Number] years in growth equity and private equity at [Current/Previous Firm], I have developed a robust track record in sourcing proprietary deals and leading execution. Key highlights of my experience include:

- *[Highlight a successful exit or portfolio milestone]*
- *[Mention specific sector expertise or thematic research led]*
- *[Describe experience in board representation or post-investment value creation]*

I am particularly drawn to [Firm Name] because of [Specific Reason-e.g., focus on Series C/D, operational involvement, or geographical niche]. I am confident that my network and ability to mentor junior investment professionals will make me a valuable addition to your leadership team.

Thank you for your time and consideration. I look forward to discussing how my background aligns with the goals of [Firm Name].

Sincerely,

[Your Name]

SAMPLE

Alexandra Reed

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linkedin.com/in/alexandrareed

October 24, 2023

Marcus Thorne
Summit Peak Partners
One Letterman Drive, San Francisco, CA

Dear Mr. Thorne,

I am writing to formally apply for the Principal position at Summit Peak Partners. With over eight years of experience navigating the mid-market growth landscape at Blue Chip Ventures, I have admired Summit Peak's ability to identify category-defining SaaS companies before they reach peak market saturation.

In my previous role, I played a pivotal role in deploying over \$400M in capital across the fintech and enterprise software sectors. My contributions include:

- Orchestrating the \$120M Series D investment in CloudScale, which achieved a 4.5x MOIC upon its acquisition by Oracle.
- Leading a proprietary sourcing initiative that increased the firm's actionable deal flow in the DevOps space by 30% over 18 months.
- Serving as a Board Observer for four portfolio companies, directly collaborating with CEOs to optimize Go-To-Market strategies and recurring revenue models.

Summit Peak's reputation for being "founder-first" aligns with my personal investment philosophy. I believe my experience in managing the end-to-end deal lifecycle—from initial thesis generation to final exit—will allow me to contribute immediately to your team's success in the upcoming fund cycle.

I would welcome the opportunity to discuss my investment thesis on the vertical SaaS market and how I can help drive alpha for Summit Peak Partners.

Best Regards,

Alexandra Reed