

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

[Date]

[Hiring Manager Name]
[Managing Director / Partner]
[Private Equity Firm Name]
[Firm Address]

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

I am writing to express my interest in the Portfolio Management Principal position at [Firm Name]. With over [Number] years of experience in private equity operations, value creation, and strategic oversight, I have a proven track record of driving EBITDA growth and executing complex transformations across diverse portfolio companies.

In my current role as [Current Title] at [Current Firm], I oversee a portfolio of [Number] companies with a combined AUM of [Amount]. My focus has been on bridging the gap between investment thesis and operational reality. I have successfully led initiatives in [mention 2-3 areas, e.g., post-merger integration, digital transformation, or cost optimization] that resulted in a [Percentage]% average increase in portfolio valuation prior to exit.

[Firm Name]'s reputation for [mention a specific firm strategy, e.g., middle-market growth or distressed asset turnaround] aligns perfectly with my expertise in institutionalizing family-owned businesses and scaling operational infrastructures. I am particularly impressed by your recent acquisition of [Specific Company] and believe my background in [Specific Industry] would be a significant asset to your team.

I am eager to bring my rigorous analytical approach and leadership capabilities to [Firm Name] to ensure the long-term appreciation of your assets. I welcome the opportunity to discuss how my experience in high-stakes portfolio management can contribute to your firm's continued success.

Sincerely,

[Your Name]