

[YOUR FULL NAME]
[STREET ADDRESS] | [CITY, STATE, ZIP]
[PHONE NUMBER] | [EMAIL ADDRESS] | [LINKEDIN PROFILE]

[Date]

[Hiring Partner Name]
[Managing Director/Title]
[Firm Name]
[Firm Address]
[City, State, Zip]

Re: Principal Application

Dear [Mr./Ms. Last Name],

I am writing to express my interest in the Principal position at [Firm Name]. With [Number] years of experience in private equity and investment banking, specifically focused on the middle market, I have developed a proven track record of sourcing proprietary deals, executing complex transactions, and driving value creation within portfolio companies.

Throughout my career at [Current/Previous Firm], I have led [Number] deal processes across the [Target Industries] sectors, representing over \$[Amount] in deployed capital. My experience aligns closely with [Firm Name]'s investment thesis of [mention specific strategy, e.g., buy-and-build or operational turnarounds]. Notably, I spearheaded the investment in [Company Name], where I worked alongside management to implement [specific initiative], resulting in a [Number]% EBITDA expansion and an eventual [Number]x MOIC exit.

What attracts me to [Firm Name] is your reputation for [mention a specific firm attribute, e.g., deep sector expertise in the lower-middle market or a partnership-heavy approach to founders]. I am confident that my network of intermediaries and my ability to mentor junior investment professionals will complement your current team as you deploy [Fund Name/Size].

I welcome the opportunity to discuss how my background in [Specific Sub-sector] and my approach to portfolio oversight can contribute to the continued success of [Firm Name]. Thank you for your time and consideration.

Sincerely,

[Your Name]