

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

[Current Date]

[Hiring Partner/Head of Secondaries Name]
[Private Equity Firm Name]
[Firm Address]
[City, State, Zip]

Dear [Name/Search Committee],

I am writing to express my interest in the Principal position within the Secondaries team at [Firm Name]. With [Number] years of private equity experience, specifically focused on secondary market transactions, I have developed a deep expertise in navigating complex liquidity solutions, GP-led restructurings, and LP interest valuations.

At [Current/Previous Firm], I led the execution of over \$[Amount] billion in aggregate transaction value. My tenure has been defined by my ability to source proprietary deal flow and manage the end-to-end investment process. Notable highlights of my experience include:

- Structuring and leading [Number] GP-led secondary transactions, including single-asset continuations and strip sales.
- Managing the underwriting and valuation of diverse portfolios across various vintage years and strategies.
- Driving negotiations with sophisticated counterparties to optimize discount-to-NAV and capital deployment schedules.
- Mentoring and overseeing the development of Associates and Vice Presidents within the investment team.

[Firm Name]'s reputation for [mention a specific firm strength, e.g., innovative structural approaches or global reach] aligns with my career objectives of leading high-conviction secondary investments. I am particularly drawn to your firm's recent [mention a specific recent fund close or deal] and believe my network of GP relationships and technical analytical skills would be an immediate asset to your investment committee.

I welcome the opportunity to discuss how my background in the secondary markets can contribute to the continued growth of [Firm Name]. Thank you for your time and consideration.

Sincerely,

[Full Name]