

[FIRST NAME] [LAST NAME]

[Street Address] · [City, State, Zip] · [Phone Number] · [Email Address]

[Date]

Investment Banking Recruiting Team

[Bank Name]

[Street Address]

[City, State, Zip]

Dear Members of the Recruiting Committee,

I am writing to express my strong interest in the [Year] Investment Banking Analyst program at [Bank Name]. As a [Year] candidate at [University Name] majoring in [Major], I have followed [Bank Name]'s market leadership in [Specific Sector or Recent Deal] with great admiration. I am eager to contribute my analytical rigor and dedication to the [Industry Group, e.g., M&A or Leveraged Finance] team in [City].

My academic background in [Field] has provided me with a robust foundation in financial modeling and valuation. During my internship at [Previous Company], I assisted in the execution of [Project/Deal Type], where I was responsible for performing comparable company analysis and constructing discounted cash flow models. This experience honed my ability to produce high-quality deliverables under tight deadlines while maintaining meticulous attention to detail.

Beyond my technical skills, I have demonstrated a strong work ethic and leadership through my involvement in [Student Organization/Sport]. Managing a rigorous course load while [Specific Achievement or Responsibility] has prepared me for the demanding environment of bulge bracket investment banking. I am particularly drawn to [Bank Name] due to its reputation for [Specific Cultural Pillar, e.g., excellence in cross-border mandates] and its collaborative approach to client service.

Thank you for your time and consideration. I look forward to the possibility of discussing how my skills and commitment align with the goals of [Bank Name].

Sincerely,

[First Name] [Last Name]