

[Your Full Name]
[Address Line 1]
[City, State, Zip Code]
[Phone Number]
[Email Address]
[LinkedIn Profile URL]

[Date]

[Hiring Manager Name]
[Title, e.g., Head of Equity Capital Markets]
[Investment Bank/Firm Name]
[Department Address]

Dear [Mr./Ms./Mx. Last Name],

I am writing to express my strong interest in the [Position Title, e.g., Equity Capital Markets Analyst] position at [Firm Name], as advertised on [Platform]. With a background in [Degree Name] from [University] and experience in [relevant field/internship], I am eager to contribute to the [Sector, e.g., TMT or Healthcare] ECM team.

During my previous experience at [Previous Company/Organization], I developed a deep understanding of equity product offerings, including Initial Public Offerings (IPOs), Follow-on offerings, and Private Placements. I have honed my skills in preparing pitch books, conducting detailed market analysis, and monitoring equity market trends. My ability to synthesize complex data into actionable insights for senior management and clients aligns with the high standards of [Firm Name].

I am particularly drawn to [Firm Name] due to its reputation for [specific deal or firm attribute, e.g., its leading position in the mid-cap space or recent role in the X IPO]. I am confident that my quantitative rigor, attention to detail, and ability to thrive in a high-pressure, fast-paced environment will allow me to make an immediate impact on your execution and origination efforts.

Thank you for your time and consideration. I look forward to the possibility of discussing how my skills and background can support the continued success of the ECM team at [Firm Name].

Sincerely,

[Your Name]