

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

[Date]

[Hiring Manager Name]
[Title, e.g., Head of Leveraged Finance Recruiting]
[Investment Bank/Firm Name]
[Firm Address]

RE: Leveraged Finance Analyst Application

Dear [Mr./Ms. Last Name],

Please accept this letter and the enclosed resume as a formal expression of my interest in the Leveraged Finance Analyst position at [Firm Name]. As a [Current Title/Student] with a strong foundation in [Your Key Skill, e.g., credit analysis or financial modeling], I am eager to contribute to [Firm Name]'s reputation for excellence in debt capital markets and private equity-backed transactions.

During my previous experience at [Previous Company/University], I developed a rigorous technical toolkit essential for high-yield and leveraged loan markets. I have successfully [Mention a specific accomplishment, e.g., built three-statement models, analyzed debt capacity, or performed comparable company analysis]. My exposure to [Mention specific industries or deal types] has provided me with a deep understanding of cash flow stability, collateral evaluation, and the nuances of complex capital structures.

I am particularly drawn to [Firm Name] because of its [Mention a specific deal, sector strength, or cultural aspect]. I am confident that my ability to synthesize complex financial data into actionable credit insights will allow me to add immediate value to your deal teams. I am prepared to thrive in the fast-paced, detail-oriented environment that characterizes your firm's leveraged finance group.

Thank you for your time and consideration. I look forward to the possibility of discussing how my background in fundamental credit analysis and financial modeling aligns with the needs of your team.

Sincerely,

[Your Signature]

[Your Printed Name]