

[Your Full Name]

[Address, City, State, Zip Code]

[Phone Number] | [Email Address]

[LinkedIn Profile URL]

[Date]

[Hiring Manager Name]

[Title]

[Investment Bank or Firm Name]

[Address]

RE: Analyst, Mergers & Acquisitions Application

Dear [Hiring Manager Name],

I am writing to express my interest in the M&A Analyst position at [Firm Name], as advertised on [Source]. With a background in [Finance/Economics/Accounting] and experience in [Financial Modeling/Valuation/Transaction Advisory], I am eager to contribute to the [Specific Group/Industry Vertical] team.

During my previous tenure at [Previous Company/Internship], I developed a rigorous technical foundation. I have successfully [mention a specific achievement, e.g., assisted in the preparation of confidential information memoranda (CIMs) or built complex DCF models for a \$X million transaction]. My ability to perform deep-dive quantitative analysis while managing tight deadlines in a high-pressure environment aligns with the standards of [Firm Name].

[Firm Name]'s reputation for [mention a specific firm strength, e.g., middle-market dominance or cross-border expertise] is particularly compelling to me. I am impressed by the firm's recent work on the [mention a specific recent deal if applicable] and am motivated to bring my analytical mindset and dedication to your transaction execution workflow.

Thank you for your time and consideration. I look forward to the possibility of discussing how my technical skills and work ethic can support the objectives of [Firm Name].

Sincerely,

[Your Signature]

[Your Printed Name]