

[YOUR FULL NAME]
[Address Line 1] | [City, State, Zip]
[Phone Number] | [Email Address] | [LinkedIn Profile URL]

[Date]

[Hiring Manager Name]
[Title, if known]
[Investment Bank Name]
[Division: e.g., Investment Banking Division / M&A Group]
[Office Address]

Re: Application for Off-Cycle Analyst Position - [Specific Group/Team Name]

Dear [Mr./Ms. Last Name or "Hiring Committee"],

I am writing to express my strong interest in the Off-Cycle Investment Banking Analyst position at [Bank Name] within the [Specific Group] in [Location]. As a [Current Status: e.g., Final Year Student / Recent Graduate] at [University Name] majoring in [Major], I have followed [Bank Name]'s recent involvement in [mention a specific recent deal or news item] and am eager to contribute to your team's continued success.

My academic background in [Finance/Economics/etc.] has provided me with a solid foundation in [mention key technical skill: e.g., financial modeling, valuation, and accounting]. During my previous internship at [Previous Company], I gained hands-on experience by [mention a specific achievement or task: e.g., building DCF models, conducting industry research, or preparing pitch books]. This experience sharpened my attention to detail and my ability to work effectively under the rigorous timelines characteristic of the investment banking industry.

I am particularly drawn to [Bank Name] because of its [mention a specific firm quality: e.g., entrepreneurial culture, cross-border expertise, or sector-specific leadership]. Given the off-cycle nature of this role, I am prepared to hit the ground running and provide immediate analytical support to your deal teams. I am confident that my quantitative skills, coupled with my commitment to excellence and teamwork, make me a strong fit for your organization.

Thank you for your time and consideration. I have attached my resume for your review and look forward to the possibility of discussing how my skills and experiences align with the needs of [Bank Name].

Sincerely,

[Your Signature (if sending by mail)]

[Your Full Name]