

[YOUR FULL NAME]

[Address line 1] | [City, State, Zip] | [Phone Number] | [Email Address] | [LinkedIn Profile URL]

[Date]

[Recruiter Name or "Graduate Recruitment Team"]

[Investment Bank Name]

[Division - e.g., Investment Banking Division]

[Office Address City, State]

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

I am writing to express my strong interest in the [Year] Summer Analyst Program at [Investment Bank Name] within the [Specific Group, e.g., Mergers & Acquisitions / Industry Group]. As a [Year] student at [University Name] pursuing a degree in [Major], I have long admired [Investment Bank Name]'s reputation for [mention a specific firm strength, e.g., dominant market share in cross-border M&A / excellence in financial restructuring].

Through my previous internship at [Previous Company Name], I developed a rigorous foundation in [Skill 1, e.g., financial modeling] and [Skill 2, e.g., valuation methodologies]. During this time, I [briefly describe a specific accomplishment or deal involvement]. This experience sharpened my attention to detail and my ability to perform under high-pressure deadlines, qualities I know are essential to the productivity of an Investment Banking deal team.

Beyond my technical background, I have demonstrated leadership and analytical curiosity through [mention a campus organization, case competition, or academic project]. As [Title/Role], I [describe an action that shows initiative or teamwork]. I am eager to bring this same work ethic and collaborative mindset to [Investment Bank Name], where I can contribute to the team's success while learning from the industry's leading professionals.

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

Sincerely,

[Your Full Name]