

# [FULL NAME]

[STREET ADDRESS] | [CITY, STATE, ZIP]  
[PHONE NUMBER] | [EMAIL ADDRESS] | [LINKEDIN PROFILE URL]

[Date]

[Hiring Manager Name]  
[Title]  
[Investment Bank Name]  
[Department / Division]  
[Street Address]  
[City, State, Zip]

**RE: [Position Title / Job ID]**

Dear Mr./Ms. [Last Name],

I am writing to formally express my interest in the [Position Name] position at [Bank Name] within the [Specific Group, e.g., M&A / TMT / Healthcare] division. As a [Current Status, e.g., Final Year Student at University Name / Current Analyst at Firm Name], I have followed [Bank Name]'s recent involvement in [Specific Recent Transaction] and am drawn to the firm's reputation for [Specific Firm Quality, e.g., rigorous analytical standards / cross-border expertise].

During my previous internship at [Previous Firm], I developed a robust foundation in financial modeling, including DCF, LBO, and comparable company analysis. I played a key role in supporting a deal team during a \$[Amount] [Transaction Type] by performing industry benchmarking and preparing comprehensive pitch book materials. These experiences have equipped me with the technical proficiency and the "first-in, last-out" work ethic required to succeed in a high-intensity investment banking environment.

Beyond my technical skills, I bring a disciplined approach to quantitative problem-solving and a meticulous eye for detail. I am particularly impressed by [Bank Name]'s culture of [Specific Culture Point] and am confident that my ability to synthesize complex financial data into actionable insights will allow me to contribute immediately to the [Specific Group] team.

Thank you for your time and consideration. I have attached my resume for your review and welcome the opportunity to discuss how my background aligns with the requirements of the [Position Name] role.

Sincerely,

[Your Full Name]