

[Your Full Name]
[Your Address]
[Phone Number] | [Email Address]
[LinkedIn Profile URL]

[Date]

[Hiring Manager Name]
[Title, e.g., Head of M&A / Managing Director]
[Company Name]
[Company Address]

Dear [Mr./Ms./Mx. Last Name],

I am writing to express my strong interest in the [Job Title] position at [Company Name], as advertised on [Platform Name]. With a background in [Your Major/Field] and professional experience in [Financial Modeling/Valuation/Corporate Finance], I am eager to contribute to your team's execution of complex middle-market/large-cap transactions.

During my tenure at [Previous Company/Internship], I developed robust technical skills essential for M&A workflows. I have successfully [mention a specific achievement, e.g., built comprehensive DCF and LBO models, or assisted in the due diligence for a \$XX million acquisition]. My ability to synthesize large datasets into actionable insights allowed the senior leadership to [mention a result, e.g., refine bid strategies or identify synergy opportunities].

[Company Name]'s reputation for [mention a specific deal the company did or their industry focus] is particularly compelling to me. I am impressed by your firm's approach to [specific sector/strategy], and I am confident that my proficiency in Bloomberg Terminal, Capital IQ, and advanced Excel modeling will allow me to hit the ground running and add immediate value to your deal teams.

I welcome the opportunity to discuss how my analytical rigor and dedication to transaction excellence align with the goals of [Company Name]. Thank you for your time and consideration.

Sincerely,

[Your Full Name]