

[Your Name]
[Your Address]
[Your Phone Number]
[Your Email]
[Your LinkedIn Profile]

[Date]

[Hiring Partner Name]
[Law Firm Name]
[Firm Address]
[City, State, Zip Code]

Re: Junior Corporate M&A Associate Application

Dear [Mr./Ms./Mx. Surname],

I am writing to express my strong interest in the Junior Corporate M&A Associate position at [Law Firm Name], as advertised on [Platform where you saw the ad]. As a [Current Job Title or Recent Graduate] with a focused interest in transactional law, I am eager to contribute to your firm's reputation for excellence in complex domestic and cross-border mergers and acquisitions.

During my [Time Period, e.g., two years of practice/internship] at [Previous Firm or Organization], I have developed a solid foundation in corporate law. I have assisted senior counsel in performing comprehensive due diligence, drafting ancillary closing documents, and managing electronic data rooms for transactions valued up to \$[Amount]. My experience also includes researching regulatory compliance issues and assisting in the preparation of initial drafts for purchase agreements and disclosure schedules.

I am particularly drawn to [Law Firm Name] because of your recent work in the [Specific Industry, e.g., Technology or Energy] sector and your firm's collaborative approach to high-stakes deal-making. I am a detail-oriented professional with the ability to manage multiple workstreams under tight deadlines, a skill set I believe is essential for the fast-paced nature of your M&A practice group.

Thank you for your time and for considering my application. I have attached my resume and academic transcripts for your review. I look forward to the possibility of discussing how my background and dedication can benefit the corporate team at [Law Firm Name].

Sincerely,

[Your Signature]
[Your Typed Name]