

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

[Date]

[Hiring Partner Name]
[Law Firm Name]
[Firm Address]

Re: Mid-Level Corporate M&A Associate Application

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

I am writing to express my interest in the Mid-Level Corporate M&A Associate position at [Law Firm Name]. As a dedicated corporate attorney with [Number] years of experience specializing in complex domestic and cross-border transactions, I am confident that my technical expertise and deal management skills would be a significant asset to your practice group.

In my current role at [Current Firm/Company], I have successfully managed diverse aspects of the M&A lifecycle, including drafting and negotiating principal transaction documents such as asset and stock purchase agreements, merger agreements, and disclosure schedules. My experience spans various industries, including [Industry 1] and [Industry 2], with transaction values ranging from [Dollar Amount] to [Dollar Amount].

Key highlights of my experience include:

- Leading legal due diligence teams and coordinating with specialist counsel across tax, ERISA, and intellectual property departments.
- Managing the closing process for multi-faceted acquisitions, ensuring all conditions precedent and ancillary filings were executed efficiently.
- Mentoring junior associates and legal assistants to ensure high-quality work product and streamlined workflows.

I am particularly drawn to [Law Firm Name] because of its reputation for handling [mention a specific firm practice area or recent notable deal]. I am eager to bring my proactive approach and commitment to client service to your esteemed team.

Thank you for your time and consideration. I look forward to the possibility of discussing how my experience aligns with the needs of your firm.

Sincerely,

[Your Signature]

[Your Printed Name]