

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

[Date]

[Hiring Partner Name]
[Title]
[Firm Name]
[Firm Address]

Re: Associate Attorney Application - Corporate Mergers & Acquisitions

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

I am writing to express my strong interest in the Corporate M&A Associate position at [Firm Name]. As an attorney with [Number] years of experience specializing in private middle-market transactions, I have long admired [Firm Name]'s reputation for providing high-touch, sophisticated counsel within a boutique environment. I am eager to bring my expertise in deal structuring and due diligence to your esteemed corporate practice.

In my current role at [Current Law Firm/Company], I have managed various stages of the deal lifecycle, including drafting principal transaction documents, negotiating ancillary agreements, and overseeing complex closing checklists for deals ranging from \$[Amount] to \$[Amount]. My experience includes:

- Leading legal due diligence teams for buy-side and sell-side mandates across the [Industry] and [Industry] sectors.
- Drafting and negotiating Stock Purchase Agreements (SPA), Asset Purchase Agreements (APA), and Disclosure Schedules.
- Advising clients on corporate governance matters and post-closing integration strategies.

What attracts me to [Firm Name] is your firm's lean staffing model, which allows associates to take on significant responsibility and maintain direct client contact. Having worked in a fast-paced environment, I possess the technical precision required for complex M&A work and the entrepreneurial mindset necessary to thrive in a boutique setting. I am confident that my ability to manage multiple workstreams effectively will make me an immediate asset to your team.

Thank you for your time and consideration. I have attached my resume and deal sheet for your review. I look forward to the possibility of discussing how my background aligns with the needs of [Firm Name] and its clients.

Sincerely,

[Your Signature]
[Your Typed Name]