

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

[Date]

[Hiring Manager Name]
[Title]
[Firm Name]
[Firm Address]

Dear [Hiring Manager Name],

I am writing to express my strong interest in the Associate position at [Firm Name], as advertised on [Platform Name/Referral]. With a background in [Investment Banking/M&A Advisory/Consulting] and a proven track record of executing complex middle-market transactions, I am eager to contribute to your team's investment strategy and portfolio management.

During my tenure at [Current/Previous Company], I played a key role in [Number] closed deals totaling \$[Amount] billion in enterprise value. My core competencies include:

- Advanced financial modeling, including LBO, DCF, and accretion/dilution analysis.
- Conducting rigorous commercial and financial due diligence to identify value drivers and risks.
- Managing the end-to-end deal process, from initial sourcing and CIM review to closing documentation.
- Collaborating with portfolio company management to implement operational improvements and exit strategies.

I have long admired [Firm Name] for its disciplined approach to [Specific Sector/Investment Strategy] and its recent success with [Specific Recent Deal or News]. I am confident that my technical proficiency, coupled with my ability to synthesize complex data into actionable investment theses, makes me a valuable addition to your investment committee.

Thank you for your time and consideration. I look forward to the opportunity to discuss how my experience aligns with the goals of [Firm Name].

Sincerely,

[Your Name]