

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

[Date]

[Hiring Manager Name]
[Title]
[Company Name]
[Company Address]

Re: Application for Corporate M&A Associate Position

Dear [Hiring Manager Name],

I am writing to express my interest in the Corporate M&A Associate position at [Company Name], as advertised on [Platform/Website]. With [Number] years of experience in high-stakes corporate transactions and a specialized focus on public company mergers, I am confident in my ability to contribute to your team's success.

In my current role at [Current/Previous Firm or Company], I have played a key role in executing complex cross-border and domestic acquisitions. My core competencies include:

- Leading comprehensive due diligence processes for multi-billion dollar transactions.
- Drafting and negotiating definitive agreements, including merger agreements, asset purchase agreements, and disclosure schedules.
- Navigating SEC filings and ensuring compliance with federal securities laws and exchange regulations.
- Coordinating with tax, regulatory, and intellectual property specialists to ensure seamless deal execution.

I am particularly drawn to [Company Name] because of your reputation for [mention a specific recent deal or company achievement]. I am eager to bring my analytical rigor and dedication to excellence to your M&A department and support the long-term strategic growth of the organization.

Thank you for your time and consideration. I have attached my resume for your review and look forward to the possibility of discussing how my background aligns with your team's objectives.

Sincerely,

[Your Name]