

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

[Date]

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

RE: Corporate Mergers and Acquisitions Associate Application

Dear [Hiring Manager Name],

I am writing to express my interest in the Mergers and Acquisitions Associate position at [Firm Name]. I was referred to this role by [Referral Name], who is currently a [Title] at your firm and spoke highly of the team's sophisticated approach to complex cross-border transactions.

Currently practicing as an Associate at [Current Firm], I have developed a strong foundation in all stages of the M&A lifecycle. My experience includes conducting comprehensive due diligence, drafting and negotiating primary deal documents, and managing closing mechanics for both buy-side and sell-side mandates. I have worked extensively with private equity sponsors and corporate clients across the [Industry Name] and [Industry Name] sectors.

Throughout my tenure at [Current Firm], I have successfully:

- Managed deal teams for mid-market and large-cap transactions valued up to \$[Amount].
- Drafted Share Purchase Agreements (SPAs), Asset Purchase Agreements (APAs), and ancillary documents.
- Coordinated with specialist tax, IP, and regulatory counsel to ensure seamless deal execution.

I am particularly drawn to [Firm Name] because of its reputation for handling high-stakes, market-leading deals. I am confident that my technical proficiency, combined with the professional endorsement from [Referral Name], makes me a strong fit for your corporate practice group.

I have attached my resume and deal sheet for your review. I look forward to the possibility of discussing how my experience aligns with the needs of [Firm Name].

Sincerely,

[Your Signature]

[Your Printed Name]