

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

[Date]

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

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

I am writing to express my strong interest in joining the Mergers and Acquisitions practice at [Firm Name] as an Associate. As a [Current Job Title/Law Student] with a dedicated focus on corporate law and transactional excellence, I have long followed [Firm Name]'s reputation for advising on high-stakes, cross-border M&A transactions.

Currently, I am [briefly describe current role or academic status]. My experience includes [mention 1-2 key responsibilities, such as due diligence, drafting purchase agreements, or managing closing checklists]. I have developed a keen ability to navigate complex regulatory frameworks and deliver meticulous work under demanding deadlines. My background in [mention specific industry focus or financial knowledge] allows me to provide commercially-minded legal advice that aligns with client objectives.

I am particularly drawn to [Firm Name] because of [mention a specific recent deal, practice area strength, or firm culture aspect]. I am confident that my technical proficiency in [mention specific skill like SPA negotiation or disclosure schedules] and my commitment to client service would make me a valuable addition to your team.

Enclosed is my resume for your review. I would welcome the opportunity to discuss how my experience and skills can contribute to the continued success of your M&A practice. Thank you for your time and consideration.

Sincerely,

[Your Signature]

[Your Printed Name]