

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

[Date]

[Hiring Manager Name]
[Title]
[Investment Bank/Firm Name]
[Firm Address]

Re: Application for Mergers and Acquisitions Associate Position

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

I am writing to express my strong interest in the Mergers and Acquisitions Associate position at [Firm Name], as advertised on [Source]. With a background in [Investment Banking/Private Equity/Corporate Development] and a proven track record of executing complex middle-market transactions, I am confident in my ability to contribute to your team's continued success.

During my tenure at [Previous Firm], I played a key role in [Number] closed deals totaling \$[Amount] in enterprise value. My core competencies include building detailed three-statement financial models, performing discounted cash flow (DCF) and leveraged buyout (LBO) analyses, and managing the due diligence process from inception to closing. I have extensive experience drafting Confidential Information Memorandums (CIMs) and management presentations that effectively communicate value propositions to potential investors.

I am particularly drawn to [Firm Name] because of your recent work in the [Specific Industry] sector and your reputation for [Specific Firm Strength, e.g., innovative deal structuring or sector-specific expertise]. I am eager to bring my analytical rigor and commitment to client service to a firm that values [mention a core value of the firm].

My technical skills are complemented by my ability to mentor junior analysts and manage multiple workstreams under tight deadlines. I am prepared to leverage my financial expertise to help [Firm Name] achieve its strategic objectives and deliver exceptional results for its clients.

Thank you for your time and consideration. I look forward to the possibility of discussing how my experience aligns with the needs of your M&A team.

Sincerely,

[Your Name]