

[Full name]
[Address]
[Post code]
[Mobile number]
[Email address]

[Date]

To whom it may concern,

My name is [Your Name] and I am currently [a Year in School and Major / Business School Student at [School Name]] / [Working at Company Name in Division Name]. I was recently introduced to your firm via [Friend / Contact at Firm / Presentation] and was impressed with what I learned of [Your Culture / Working Environment / Bank-Specific Info.]. I am interested in pursuing an [Investment Banking Analyst / Associate] position at your firm, and have enclosed my resume and background information below.

I have previously [Completed Internships In... / Worked Full-Time In...]. Through this experience [Working on Transactions / Leading Teams and Managing Projects / Performing Quantitative Analysis], I have gained [Go Into Anything Relevant to Banking, Such As Analytical / Leadership / Teamwork / Finance / Accounting] skills and honed my [Any Other Relevant Skills]. I also had the opportunity to work on [High-Impact Project], which [Describe Results].

Given my background in [Summarize Internships / Work Experience] and my [Summarize Skills] skills, I am a particularly good fit for the [Position Name] position at your firm. I am impressed by your track record of [Transactions / Clients] at [Firm Name] and the significant responsibilities given to [Position Name], and I look forward to joining and contributing to your firm.

A copy of my resume is enclosed for your reference. I would welcome an opportunity to discuss my qualifications with you and learn more about [Firm Name] at your earliest convenience. I can be reached at [Phone Number] or via email at [Email Address]. Thank you very much for your time and consideration.

Sincerely,

[Your name]

Enclosure: Resume