

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

[Date] *Date you submit your letter*

[Name of Recruiter/Hiring Manager]
[Title]
[Name of Bank]
[Recruiter's Address]

If you don't have the specifics listed above, then default to the firm details/location of employment

Dear Mr. / Ms. [Recruiter/Hiring Manager's Name],

First Paragraph: Express interest in the position, introduce yourself, and explain why you are interested.
I am writing to express interest in the [Job Name]. I am currently [a Year in School and Major / Minor] at [School 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.]. *If you don't have a contact/presentation to mention here, then speak about why you're passionate about the role.* I am interested in pursuing an [Investment Banking Analyst / Associate] position at your firm as I believe [why the skillset/company is a good match for you].

Second Paragraph: Focus on why this company should hire you over the other candidates. Cite skills and experiences that will directly translate to the position for which you are applying.
I have previously [Completed Internships 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].

Third/Fourth Paragraphs: Include a summary of what you will contribute to the company and close with excitement and contact info.
Given my background in [Summarize Internships / Work Experience] and my [Summarize Skills] skills, I am a particularly good fit for the [Position Name] position. I am impressed by your track record of [Transactions / Clients] at [Firm Name] and the significant responsibilities given to [Position Name]. I look forward to joining and contributing to your firm.

I would welcome the 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,

[Signature]

[Your Name]