

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

[Date]

[Name of Recruiter]  
[Title]  
[Name of Bank]  
[Bank's Address]

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

My name is [Your Name], I was recently introduced to your firm via [Friend / Contact at Firm / Presentation] and I am interested in pursuing an [Investment Banking Internship/ Analyst / Associate] position at your firm. A copy of my [Resume/ CV] is enclosed for your reference.

Given my background in [Summarize Work Experience] and my [Acquired Skills] skills, I am a particularly good fit for the [Name of Position] position at your firm. [After speaking to / researching / attending a lecturer] I was very impressed by the significant responsibilities given to [Position Name] at [Firm name], and I look forward to joining and contributing to your firm.

Thank you very much for your time and consideration.

Sincerely,

[Your Name]



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