

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

[Date]

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

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

My name is _____ and I am a recent graduate working as an analyst at _____. I was introduced to your firm via an information session on capital markets and was also referred by _____ who started his career at _____ and is now vice-president in investment banking at _____. I am interested in pursuing an Investment Banking Analyst position at your firm, and have enclosed my resume and background information below.

I have a strong work ethic, a high level of intellect, and leadership as reflected in my fast track career progression and extra-curricular activities. I have execution and consulting experience in a finance multinational, private equity real estate firm, and as a startup co-founder. I have experience assisting and working with high management and business owners. I have a strong and stable track record of multitasking between developing and executing presentations, conducting detailed analysis, and advising clients and colleagues. I have gone through numerous financial modeling programs targeting investment banking and finance. I am currently studying and registered as a CFA Level 2 candidate for the 2014 examination. I am constantly expanding my knowledge of investment banking and finance through the news, reports, online communities, and local communities.

My dedicated passion for finance, ability to cultivate a collegial attitude at all times, and **desire will to constantly push myself to the limit** makes me a great addition to a team that must meet the highest quality standards, work long hours, and execute while juggling with several pitches and clients. I can only be thrilled by the current opportunity at _____ and look forward to joining and contributing to your firm.

I would welcome an opportunity to discuss my qualifications with you and learn more about _____ at your earliest convenience. I can be reached at _____ or via email at _____@gmail.com. Thank you very much for your time and consideration.

Sincerely,

[Your Name]

[Signature]

Enclosure: Resume