My Full Name

Street Number | City, State, Country | Phone Number | Email Address

Today’s Date

Name & Title of Contact at Bank

Name of Bank

Address

Dear Person,

I’m a Fourth Year Student at Prestigious University and recently attended your Student Recruiting Event at my school. I was very impressed by what I heard from Current Employee and enjoyed our discussion about Some Finance Topic. I am very passionate about pursuing a career in Investment Banking at your firm and have attached my resume for your consideration.

I have Several Years of experience in Finance Positions where I was directly involved in Some Kind of Deal or Transaction that taught me a lot about This Career. Through this experience I gained valuable Financial Modeling and Valuation skills that I hope will bring value to my future work. Additionally, I have passed CFA Level 2 and am keen to apply this knowledge in a professional setting.

Based on the conversation I had with Current Employee I think I’m a good culture fit with your bank, which is why it’s my first choice. I share the same values of Team Work and Community which is why I’ve always been a member of Some Club and can envision myself fitting in well with the team.

I have attached a copy of my resume and welcome the opportunity to speak with you about this opportunity in more detail. I can be reach directly at Phone Number or Email Address and appreciate your time and consideration in my application for this position.

Sincerely,

My Signature

My Name

*Provided courtesy of* [*http://www.corporatefinanceinstitute.com/*](http://www.corporatefinanceinstitute.com/)