**Robert Smith**

**Investment Banking Analyst**

**1737 Marshville Road, Alabama, (123)-456-7899, info@qwikresume.com www.qwikresume.com**

[Today’s Date]

[341 Company Address]  
[Company City, State xxxxx]  
[(xxx) xxx-xxxx]  
[hiring.manager@gmail.com]

Dear [Mr./Mrs./Ms.] [Hiring Manager’s Name],

I want to present my candidature for the role of Investment Banking Analyst available with your firm. I feel that my experience level, expert knowledge of the industry, and keen interest in joining your firm are definitely in congruence with your job summary provided on LinkedIn.com.

Please pay a glance at the below section comprising of my essential contributions in the current role:

* Provide assistance to the senior banking officials on various corporate finance transactions such as IPOs, private placements, mergers, takeovers, and valuations.
* Manage the corporate projects.
* Conduct market research.
* Develop reports and documents for the review of the concerned parties.
* Carry out financial assessment and modeling.
* Ensure that the deal is executed within the specified time limit.
* Perform other duties as instructed by the manager.

Additionally, I am fully acquainted with researching, analyzing, and interpreting finance trends, well-aware of investment strategies, and MS-Office proficiency. I have developed several core skills such as analytical mindset, self-motivation, and unparalleled work commitment to qualify as your Investment Banking Analyst role.

I want to thank you for considering me as a strong prospect for the vacant role. Please accept my resume attached below. I hope to discuss further what strengths I can bring to the organization to realize its long-term revenue goals.

Best Regards,

[Your Name]