

JANE PATEL

Riverview, FL 33582
(555)555-5555 - jane.patel@monster.com

Aug 19, 2026

Dear Hiring Manager,

I am writing to express my interest in the Investment Banking position at Finance Corp. With a Bachelor of Science in Finance and nine years of experience as a Financial Analyst, I have developed a strong foundation in financial analysis and investment strategies that I believe align well with your firm's commitment to delivering innovative solutions.

Throughout my career, I have honed my skills in financial modeling, data analysis, and market research. My analytical thinking enables me to conduct thorough evaluations of potential investment opportunities while maintaining meticulous attention to detail. Additionally, my strong communication skills allow me to effectively prepare pitch books and presentations that resonate with clients.

Collaboration is key in the finance sector, and I pride myself on being an effective team player. Working alongside cross-functional teams has been fundamental in developing strategic recommendations tailored to client needs. My proactive approach ensures that I stay ahead of industry trends and developments, which informs our investment strategies.

At Finance Corp, where integrity and client-centricity are paramount, I am eager to contribute by assisting in crucial transactions such as mergers and acquisitions while helping clients achieve their financial goals through expert guidance.

I look forward to the opportunity for an interview where we can discuss how my background can support the objectives at Finance Corp. Thank you for considering my application.

Sincerely,
Jane Patel