

HEADING

Include name, email, and contact details

JOHN DOE

| +60 9123 4567 | name@gmail.com |

PARAGRAPH 1

Brief career narrative and overall experience

Dear [Hiring Manager's Name],

Application for the Position of Vice President (Investments)

It is with great enthusiasm that I submit my application for the position of **Vice President of Investments** at XYZ Investment Co. Through my 5-year career, I've come to specialise in mergers and acquisitions, and have led a wide range of M&A projects across multiple industries. Indeed, I'm highly familiar with the entire M&A process from pre-deal due diligence to negotiation through to post-deal operations. I've been able to leverage on my experience, generating close to USD500M in total revenue throughout my tenure in various MNCs and boutique funds alike, and I am confident that I will be able to continue securing and leading lucrative deals for XYZ Investment Co.

PARAGRAPH 2

Explanation of your current or most recent role, while sharing key Achievements in this role

- Presently, I am a **Senior Manager of Investments** with JP Morgan Chase, where I am responsible for managing all financial-related matters within the Group, with an emphasis on the analysis and monitoring of our financial results. In addition, I led the development and implementation of our corporate business strategy, advising the Managing Director on long-term strategic plans for the development of the Group. Amongst my various achievements during my tenure, I am most proud of having **spearheaded negotiations for the acquisition of several key companies (which are now our subsidiaries) and securing marine asset financing worth a combined total of USD 370M amidst a regional financial downturn.**

PARAGRAPH 3

Convince Hiring Manager you're the right fit

XYZ Investment Co. is regionally known for its XYZ Fund, which has outperformed the STI benchmark by over 10% every year to date. My background in finance, trading, and portfolio management, coupled with my practical experience in macroeconomic analysis and strategic development will allow me to contribute effectively to XYZ Fund's continued growth and performance, particularly by designing new investment strategies and generating new investment theses that will thrive amidst the rapidly changing investment climate we are facing today.

FOOTER

Call-to-Action for Hiring Manager to contact you

I am thrilled at the possibility of being part of such a renowned firm, and would love the opportunity to meet with you and discuss the value that I can bring to the XYZ Group and its XYZ Fund. I appreciate your time and consideration, and I look forward to hearing from you. Please feel free to contact me at any time via mobile at +60 91234567 or by email at exampleemail@gmail.com.

Yours sincerely,
John Doe, CFA

Guide To Writing A Cover Letter

Michael Hoelscher



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