

**First, Last
Phone Number
Email Address
Address**

Month Day Year

**Name of Recruiter (or “to whom this may concern”)
Title of Recruiter (or blank)
Name of Bank
Address**

Dear Mr. / Ms. Recruiter,

My name is **Name**, (a student/MBA) graduating on **Year** at **insert university** and I am interested in joining **firm name** working within the **insert division**. I learned about your company and the **insert division** through (**networking contact, company presentation, OCR event etc.**) and was impressed by (**recent deal, numerical citation of group performance, bank information**) within the **insert division**. In particular I am interested in obtaining a position as an **insert position** within your firm.

Prior to this application I have completed (**applicable job/experience 1**), (**applicable job/experience 2**) (**applicable job/experience 3**). Through this experience, I believe (**insert skills learned**) will allow me to work well within your firm due to (**reasons for skills mentioned being transferable to Wall Street job you are applying for**).

With my background and skills obtained from (**list of experience**) I may be a good fit for the **insert position** at **insert bank**. I came away impressed by your (**networking contact, company presentation, OCR event, [why you decided to apply]**) and would look forward to an opportunity to help contribute to your company. A copy of my resume is enclosed, and I would enjoy the chance to discuss my qualifications with you and learn more about the position at your earliest convenience. Thank you for your time.

Sincerely,

First, Last

(be sure to attach your resume and remove all bold font)