
March 20, 2018

To whom this may concern,

My name is _____, and I am an Experienced Audit Associate with _____. I discovered this opportunity while researching banks in the Greater _____ area.

Having spent the past few years in public accounting has exposed me to many different industries. My primary focuses, however, have been manufacturing, distribution, and energy. The energy sector has been my main point of interest since working on my first oil and gas client. My exposure to energy sector companies has been midstream oil companies and renewable energy companies.

The reason I would like to move from public accounting to investment banking is that I want to provide more value to clients. Instead of going to a client and verifying their financial statements are correct, I want to advise clients that a merger, acquisition or raising capital would be the most prudent course of action.

When researching firms, _____ immediately peaked my interest not only due to the opportunity of entering in at the analyst level but also the chance to work in the industry about which I am passionate. I want to work on transactions such as the _____ Initial Public Offering and the _____ Merger. My experience in public accounting has improved my analytical and critical thinking skills, which will make me an invaluable asset to any transaction team.

I am looking forward to meeting you and experiencing investment banking at _____. Thank you very much for your time.

Sincerely,