*Recipient Name*

*Title*

*Company Name*

*Street Address*

*City, ST ZIP Code*

*Date*

Dear PERSON\_NAME,

I am reaching out to you regarding my application for the post of Investment Management. I was referred to this position by my friend James. James and I worked together several years ago, and he knew my interest and skills in equities investment and thought I might be an excellent addition to your team and portfolio.

I completed my degree in Business Administration in 2012 from XXX University, where I graduated summa cum laude. I was fortunate enough to get a trader position with XXX company quickly, then a startup. We were able to earn returns five points and higher above the benchmark for several years. I kept studying different fields of business administration, commerce, accounting, and management to increase my understanding and capabilities.

My work and returns allowed me to handle the portfolios of several large clients within a year. I demonstrated my ability to earn greater returns for my clients and firm by identifying several unique opportunities in this capacity.

I have shown my capabilities as an individual contributor and team participant. I am willing to learn and work hard to serve my clients and firm. Your opportunity is very exciting because I believe that I am ready to manage my team. My current firm has been outstanding, but I am prepared to expand my capabilities and demonstrate my value in different areas.

I am very excited to speak to you further about this opportunity. I am available at xxxx@here.com to discuss how I can contribute to XYZ investments. I include my CV to give you a deeper understanding of my capabilities. Thank you.

Sincerely,

XXXX