

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my interest in the [Position Title] position at [Company's Name], as advertised on [where you found the job listing]. With a strong background in [your relevant expertise] and a passion for supporting innovative startups, I believe I would be a valuable addition to your team.

Throughout my career, I have gained extensive experience in [specific skills or experiences related to venture capital]. I have successfully [mention any relevant achievements or projects], which has equipped me with a keen understanding of the nuances of [industry or sector related to the VC firm].

I am particularly drawn to [Company's Name] due to its focus on [specific focus or values of the company], and I am eager to contribute to its success by leveraging my skills in [mention relevant skills or strengths]. I am confident that my unique perspective and dedication to fostering entrepreneurial growth would align well with your team's objectives.

Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to the innovative work at [Company's Name]. I can be reached at [your phone number] or [your email address] to arrange a conversation.

Warmest regards,
[Your Name]