

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email Address]
[Your 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 [specific position title] at [Company's Name], as advertised on [where you found the job listing]. With a background in finance and a passion for startup innovation, I believe I am well-equipped to contribute to your team and support the growth of pioneering ventures.

In my previous role at [Your Previous Company], I successfully [describe a relevant achievement or responsibility], which resulted in [quantifiable outcome]. My experience in [specific skills or experiences related to venture capital] has provided me with a solid foundation in evaluating investment opportunities and performing due diligence.

I am particularly drawn to [Company's Name] because of [specific reason related to the company or its mission]. I admire [mention any achievements or values of the company] and would be excited to bring my insights and dedication to your esteemed firm.

I am looking forward to the possibility of discussing how my background, skills, and enthusiasms align with the goals of [Company's Name]. Thank you for considering my application. I am hopeful for the opportunity to speak with you soon.

Warm regards,
[Your Name]