

[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 Venture Capital position at [Company's Name], as advertised on [where you found the job listing]. With [X years] of experience in [related field/industry], and a proven track record in [specific skills/achievements relevant to VC], I am excited about the opportunity to contribute to your team.

In my previous role at [Previous Company Name], I successfully [briefly describe a relevant achievement or responsibility]. This experience honed my abilities in [specific skills relevant to VC], and I have developed strong analytical skills that equip me to evaluate investment opportunities effectively.

I am particularly drawn to [Company's Name] because of [something specific about the company, its mission or its portfolio]. I believe my expertise in [mention any relevant area or industry] aligns perfectly with your vision to [mention company's objective or goal].

I would welcome the opportunity to further discuss how my background, skills, and enthusiasms can contribute to the innovative work at [Company's Name]. Thank you for considering my application. I hope to speak with you soon.

Sincerely,
[Your Name]