

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Email]  
[Your Phone Number]  
[Date]  
[Hiring Manager's Name]  
[Company's Name]  
[Company's Address]  
[City, State, Zip Code]

Dear [Hiring Manager's Name],

I am writing to express my interest in the [specific position] at [Company's Name] as advertised [where you found the job posting]. With a strong background in finance and a passion for innovation, I am excited about the opportunity to contribute to your firm's success in the venture capital industry.

Throughout my career, I have gained extensive experience in [briefly describe your relevant experience, e.g., financial analysis, market research, or deal sourcing]. At [Your Previous Company], I successfully [mention a relevant achievement or project], which equipped me with the skills necessary for identifying promising investment opportunities. I am particularly drawn to [Company's Name] because of [specific reason related to the company or its portfolio]. I admire [mention any notable aspects of the company's work or values], and I believe my background in [specific relevant skills or experiences] aligns well with your goals. I am eager to bring my expertise in [specific skills or areas of knowledge] to [Company's Name] and help drive successful investments in innovative startups. I am confident that my analytical skills and commitment to fostering growth will make a meaningful contribution to your team.

Thank you for considering my application. I look forward to the opportunity to discuss how my background and enthusiasm for venture capital can benefit [Company's Name]. Please feel free to contact me at [Your Phone Number] or [Your Email] to arrange a conversation.

Sincerely,  
[Your Name]