

Annotated investment banking covering letter

Find out who to address the letter to. It will usually be the graduate recruitment manager.

Write a formal letter with your name and address in the top right corner and the recruiter's name and address on the left.

James Manton
14 House Street
Roundabout Road
Swindon, SW1 4GT

8 December 2012

Make sure you check the form of address to use: should it be Ms, Mrs or Miss?

Dionne Delahunt
Graduate Recruitment Manager
Goldman Sachs International
188 Glean Street
London, EC4B 2HE

State the role that you're applying for.

Mention employees you've met, but only if they'll remember speaking with you.

Dear Ms Delahunt,

Please consider my application for the investment banking analyst position at Goldman Sachs International, as advertised on TARGETjobs. My conversations with Sandra Moorewood and Malcolm Willow at the investment banking careers day organised by TARGETjobs Events on 3 November has reinforced my interest in the programme and organisation. I am eager to be part of a team that values teamwork, integrity and honesty, and puts these principles at the heart of its strategy.

Mention where you saw the job advertised.

Include events you've attended where you have engaged with staff – banks like to see that applicants have tried to engage with them.

The two-year graduate scheme will provide me with an excellent opportunity to develop my existing skills and knowledge to support Goldman Sachs' current investment banking strategy. My summer internship with the bank, where I worked on a long-term project that focused on emerging economies and the strengths and weaknesses of potential acquisition targets for a large UK client base, has equipped me with the teamworking, analytical, research and organisational skills that you seek in applicants.

Say why you want to work for this particular bank.

Include examples.

Show that you've researched the employer and know what its plans are.

I have also demonstrated, both at university and in my working life, other qualities that are relevant to the position, such as leadership potential and creativity. During my maths and economics degree at the London School of Economics (for which I have a current average of 77.8% and am on track to graduate with a first), I have arranged several inter-university maths contests through the LSE Maths and Stats society. My teammates and I increased the society's membership by 38% in eight months on the back of these competitions.

Link your skills with those sought by the business.

Non-academic and non-finance experiences should be included if you've developed relevant transferable skills.

I'm keen to discuss this opportunity with you in person and am available for interview at your convenience. I look forward to your response.

Yours sincerely,
James Manton

Include the results of the contribution you've made.

Your covering letter shouldn't exceed one page of A4 or three–four paragraphs.

You should sign off your letter with 'Yours sincerely' if you have addressed the letter to a named person.