

# Sophia Chen

January 16, 2026

Acme Corporation

RE: Entry Level Private Equity Associate

Dear Hiring Manager,

I am writing to express my enthusiasm for the Entry Level Private Equity Associate position at Acme Corporation, as advertised on LinkedIn. With a strong academic foundation in finance and a keen interest in investment strategies, I am excited about the opportunity to contribute to your team and support Acme's mission of driving growth and innovation across diverse sectors.

During my internship at Alpha Investments, I had the opportunity to assist in the analysis of potential investment opportunities, where I contributed to a project that evaluated over 50 companies in the technology sector. My responsibility was to conduct market research and perform financial modeling, which led to identifying an undervalued startup that subsequently secured a \$2 million investment. This experience honed my analytical skills and deepened my understanding of the due diligence process, as well as the critical factors that influence successful investments.

Furthermore, I completed a capstone project in my Master's program where I led a team of four in assessing the financial viability of a mid-cap company looking for private equity funding. We presented our findings to a panel of industry experts, who praised our thorough analysis and gave us a recommendation for further investment. This project not only showcased my ability to work collaboratively under tight deadlines but also reinforced my passion for private equity, as I witnessed firsthand the impact that strategic investments can have on a company's growth trajectory.

I am eager to bring my analytical skills and passion for private equity to Acme Corporation and contribute to your team's success. I would welcome the opportunity to discuss my application further and explore how my background and aspirations align with the goals of your firm. Thank you for considering my application.

Sincerely,

Sophia Chen