

Off-cycle Internship (3 months)

Full-time, London office (five days a week)

About Corbett Keeling

Corbett Keeling is an independent corporate finance firm advising owner-managed, family-owned and private equity-backed businesses on company sales, mergers and acquisitions and capital raising. For more than 30 years, we've helped UK business owners achieve cash, certainty and chemistry in their transactions, typically in the £10m to £150m lower mid-market range. We bring a buyer's-eye view, strong sector insight and an international network through our Globalscope partners. More at www.corbettkeeling.com.

The internship

A three-month, business-development-focused internship. You'll work closely with our Marketing Manager, Marketing Director and the wider deal team, supporting deal origination and marketing activity, including running our cold-outreach programme day to day, while learning how sell-side mandates are won and delivered.

How we work

- We start with our PRO Review to get each client deal-ready and aligned on value and priorities
- Service is personal, honest and precise. Clients hear from us promptly and clearly
- We focus on outcomes that deliver cash, certainty and chemistry

What you'll do

- Run the cold-outreach programme day to day: segment data, build target lists, draft and personalise letters, coordinate print and post, manage email follow-ups and track responses
- Manage the response pipeline: monitor replies, book calls and meetings, prepare short briefing notes, log outcomes in the CRM and track performance
- Track and summarise recent M&A transactions and keep buyer lists current
- Keep our CRM accurate and up to date
- Help prepare pitch and marketing materials, support events and post-deal outreach
- Get exposure to live deals and help with buyer longlists/shortlists
- Provide a simple weekly BD report (mailouts sent, responses, meetings booked, next actions)
- Help the office run smoothly, including welcoming guests and answering the phone

About you

- Recent graduate with a 2:1 or above
- Available full-time for three months (October/November start)
- Clear writing, excellent people skills and strong attention to detail
- Confident with Excel and PowerPoint and quick to learn new tools
- Initiative, good judgement and a calm head under time pressure
- Curiosity about M&A and the lower mid-market, motivated by learning and impact

What you'll get

- £110.80 per day, aligned to the London Living Wage, plus holiday pay
- Close exposure to how mandates originate, how we use the PRO Review and how buyer shortlists and pitches are built
- Coaching from experienced practitioners
- A reference on successful completion

Apply

Email your CV and a short covering letter explaining why Corbett Keeling and why now to tilly.okane@corbettkeeling.com. Please include your available dates.

Practicalities

- Start date: October or November 2025, flexible by agreement
- Hours and location: Monday to Friday, 8.30am to 5.30pm, office-based in the City of London
- Right to work: You must have the right to work in the UK for the full internship period (no sponsorship available)
- Process: We review applications as they arrive. Shortlisted candidates will have a short Teams call and an in-person interview with a brief task (writing or Excel)

Equal opportunities

We're committed to equal opportunities and welcome applications from all qualified candidates. If you need any adjustments during the process, please let us know.

Privacy notice

Any personal information you share will be used solely for recruitment purposes and handled in line with data protection law. For more details, please see our privacy policy at www.corbettkeeling.com.