

**Off-cycle internship, six months. Full-time, London office, five days a week.**

### **About Corbett Keeling**

Corbett Keeling is an independent corporate finance firm. We advise owner-managed, family-owned and private equity-backed businesses on company sales, mergers and acquisitions and raising capital, typically in the £10m to £150m enterprise value range. For more than 30 years, we have helped UK business owners achieve cash, certainty and chemistry in their transactions. We bring a buyer's-eye view, strong sector insight and global reach through [Globalscope Partners](#). More at [www.corbettkeeling.com](http://www.corbettkeeling.com).

### **The internship**

A six-month business development internship. You will work closely with our Marketing Manager, our Director of Marketing and the wider deal team, helping us find and win new clients. You will run our cold-outreach programme day to day and learn how we win the businesses we sell and how we sell them.

### **How we work**

- Every engagement starts with our PRO Review, which gets the business ready for sale and agrees value and priorities with its owner
- Our service is personal, honest and precise. Clients hear from us promptly and clearly
- We focus on the outcomes that matter to owners: 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 replies: monitor responses, book calls and meetings, prepare briefing notes and track what works
- Help prepare pitch and marketing materials, support events and run outreach after a sale completes
- Track and summarise recent M&A transactions and keep buyer lists current
- Keep our CRM accurate and up to date
- Help the office run smoothly, including welcoming guests and answering the phone

### **About you**

- A graduate with a 2:1 or above
- Some work experience in any field, valued for what it taught you more than for where it was
- Excellent people skills, clear writing and strong attention to detail
- Proficient in Excel, confident in PowerPoint and comfortable using AI tools
- Quick to learn, with initiative, good judgement and a calm head under pressure
- Curious about M&A and how private businesses are bought and sold

**What you'll get**

- Close exposure to live deals: how mandates begin, how we prepare a business for sale and how buyer lists, legal documents and financial models come together
- Coaching from the people doing the work, not from a distance
- £27,000 per annum, plus four weeks' holiday, pro rata
- Real responsibility, a network in the City and a reference on successful completion

**Apply**

Send your CV and a short covering letter to [tilly.okane@corbettkeeling.com](mailto:tilly.okane@corbettkeeling.com). Tell us why Corbett Keeling and when you could start.

**Practicalities**

- **Start date:** immediate
- **Hours:** Monday to Friday, 8.30am to 5.30pm, with an hour for lunch
- **Location:** office-based in the City of London
- **Right to work:** you must have the right to work in the UK for the full six months. We are unable to offer sponsorship
- **Process:** we review applications as they arrive, so apply early. Shortlisted candidates will have a short Teams call, then no more than two interviews in person. We will let you know our decision within a week of your final interview

**Equal opportunities**

We are committed to equal opportunities and welcome applications from everyone. If you need any adjustments during the process, please let us know.

**Privacy notice**

We will use any personal information you share only for recruitment and will handle it in line with data protection law. Please read our [Privacy Statement](#).