

Christine Doe

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21th AUG 2017

Mr. Adam
Hiring Manager
Financial Analyst Position
ABC Company
London

Dear Mr. Adam

I am writing to express my interest in the Financial Analyst position you have posted. With nearly five years of Financial Analyst experience and an educational background in Business Management and Corporate Finance, I am a strong problem solver and I know that I could deliver superior results as a Financial Analyst with your company.

I have working experience with all aspects of accounting, which include, tax preparation, customer service & problem resolution, financial analysis, general ledger, account reconciliations, payroll, accounts receivable and payable, and financial report creation.

Beyond that which is already mentioned, I am someone who is an expert at analyzing data and using this to identify trends, potential risks and opportunities.

In addition, I am capable of conducting cost-benefit analyses, reviewing capital budgeting expenditure proposals and creating financial models using electronic spreadsheets. As a true professional I will always provide high quality support to senior line managers and can work well with other staff in the finance team.

I would very much appreciate an opportunity to meet up with you in person to discuss my application in more detail. The enclosed resume provides a more detailed description of my education, interests, and work experience. I thank you for your time and expectantly wait to hear a positive response from you.

Thank you for your time and consideration.

Sincerely,

Christine Doe