

Short Letter of Intent For Employment

Jacob Martin

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Hiring Manager

XYZ Corporation

456 Business Rd.

Industry City, NY 12345

Dear Hiring Manager,

I am writing to express my strong interest in the Financial Analyst position listed on your website. With a robust background in finance and proven analytical skills, I am confident in my ability to contribute effectively to your team at XYZ Corporation.

My recent role at ABC Company involved extensive work with budget analysis and financial forecasting, aligning closely with the qualifications you seek. I am particularly drawn to this position at XYZ Corporation because of your commitment to innovation and quality, values that I share and uphold.

I am eager to bring my expertise in financial analysis and strategic planning to your company. Please find my resume attached for more detail on my professional journey. I look forward to the possibility of discussing this exciting opportunity with you.

Thank you for considering my application. I hope to contribute to and grow with your esteemed team.

Sincerely,

Jacob Martin