

JOHN H. SMITH

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Date

Name

Title

Company

Address

City, State ZIP

Dear **(insert salutation)**,

I am very interested in the Financial Analyst opportunity within your organization. My professional background is one of success and achievement in financial operations and investment fund management. Equipped with diverse practical experience, I feel confident in my ability to provide oversight and expertise to support financial planning and decision making at the highest levels of State University. Some key points that you will find relevant to a role within your organization include the following:

- A proven record of providing advice and financial policy development using my ability to analyze complex issues in the midst of a fast-paced environment and generate workable solutions through inherent knowledge and persistence.
- Analyzed complicated financial issues, synthesized findings and initiated solutions.
- Eliminated accumulated debts by appropriate budget administration, financial modeling and evaluation of existing systems.
- A sound record of revenue growth through analysis of key expenses and variance to ensure allocations are appropriate.
- Precise review of investment performance and projecting market changes based on economic and industry analysis.
- Collaborative working style and strong leadership skills with demonstrated capability to define decision criteria; maintain and promote ethical standards in conducting business.

As noted in the enclosed resume, I present a high level of experience, strong business acumen and understanding of how to assist organizations in becoming financially solvent. My track record of executing effective and innovative solutions and the skill to build valuable relationships will allow me to be an asset to your team. As well, my ability to lead and focus on details, along with my commendable communication skills, project me as qualified to excel in the Financial Analyst position.

Thank you for your time and consideration. I look forward to your response and our first meeting.

Sincerely,

JOHN H. SMITH