

Cover Letter Sample

Jane Doe

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August 22, 2021

Susan Smith
Chief Financial Officer
ABC Corp.

Dear Ms. Smith:

The description of a Financial Analyst at a company that inspires innovation and initiative intrigues and excites me. ABC Corp. is known for its creativity and has built a reputation with its clients for delivering results. This aligns with my personal values of embracing change, generating new ideas, and delivering excellence. I am pursuing my Masters in Finance at the University of Texas at Dallas and will graduate in May 2018. Based on my understanding of the role, the following points are most relevant:

- I have been an active contributor and leader in the Innovation and Entrepreneurship group, working locally with startups, preparing budgets, forecasts and trend analysis to support private equity investment proposals.
- During my internship at GoFaster, I used forecasting models to analyze financial and market data, and presented recommendations to leadership as part of the team project to identify a new product idea, and evaluate its potential marketability.
- As a new (and temporary) member of the finance team, I quickly assimilated information and found ways to contribute ideas in a constructive way. I identified several areas in the reporting that could be improved, and worked closely with the others to refine the process, and implement. This reduced the time required by 20%.

My education, professional skills and experience would be a valuable asset to ABC Corp. I would appreciate the opportunity to learn more about this position, and will contact you at the end of this week. If you have any questions, I can be reached at 972.123.4567 or janedoe@utdallas.edu at your convenience. Thank you for your time and attention to my interview request. I look forward to learning more about ABC Corp.

Sincerely,

Jane Doe