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Date: [Insert Date]

Dear [Recipient]:

Your organization is currently looking for [Job Title] and it's a pleasure to present myself as a candidate. You surely have multiple candidates to consider, and I feel obligated to honor the importance of this search to [Organization Name] by providing additional information about my professional personality and decision to continue growing my career in corporate finance. Hopefully, this letter will help your team build a more comprehensive understanding of me as you consider my professional profile.

First, I'd like to share some insights with you that might help you formulate a better understanding of my professional personality. Others would characterize me as an Excel expert and a process improvement specialist. In reality, I'm just a quick learner. When an organization brings me onto the team, they're adding a curious mind that is mission-oriented. You'll see on my resume that I've worked in medium-sized and larger corporations before, and I'm interested in making incremental, meaningful improvements in a corporate setting. I have a friendly demeanor and generally, people are willing to listen to ideas that I champion as opportunities for improvement. You'll find me friendly, intellectually curious, and a team-oriented person on the job.

To follow, I'll share some insights about how this opportunity fits into my longer-term goals. You'll see from my resume that I've steadily advanced and have held many positions that center on revenue management, financial analysis, and process improvement. While I have tracked budgets indirectly and touched on deeper corporate finance issues (e.g. treasury issues) during my career, I've recently completed a BA in Business with a focus on finance and would like to apply this training in the real world. So the opportunity with [Organization Name] is a fantastic opportunity to leverage my professional experiences and education for your team and for our economy.

I understand how important it is to [Organization Name] to find a person who can contribute in this role. It's also important that [Organization Name] find someone who will be a collaborative, analytical, driven, and proactive member of the organization and that is certainly how others would characterize me. I hope that you have found this letter useful as you consider your pool of applicants and also sincerely hope that we'll be afforded an opportunity to communicate further.

Sincerely,

[Your Name]

[Your E-mail Address]