# Your Name

Street Address

City, ST ZIP Code

Telephone

Email

Website

Dear [Recipient Name],

I am writing to express my interest in the [Job Title] position at [Company’s Name] as advertised [where you found the job posting]. With a Bachelor of Science in Finance from Seattle University and a rich background in [specific finance field - e.g., financial analysis, auditing, financial planning], accompanied by relevant certifications such as [mention any relevant certifications - e.g., CPA, CFA, FRM], I am excited about the opportunity to contribute to your esteemed team and drive success in the financial operations at [Company’s Name].

In my previous role as [Your Last Job Title] at [Your Last Company], I [mention any significant achievement, milestone, managed projects, or responsibilities held in previous employment]. My extensive experience in [mention any relevant skills or expertise you have - e.g., financial reporting, budgeting, risk management] has equipped me with the ability to [mention how you can solve problems or add value to the company].

What excites me about the opportunity at [Company’s Name] is [mention any admirable facts about the company, its culture or projects that attract you to the job or company]. I am particularly drawn to [mention any specific project, technology, or initiative at the company] and am enthusiastic about the opportunity to contribute my share towards its success.

Enclosed is my resume that further outlines my achievements. I am looking forward to the opportunity of discussing my application with you further. Thank you very much for considering my application. I am available for an interview at your earliest convenience and can be reached at [Your Phone Number] or via email at [Your Email Address].

Thank you for considering my application. I look forward to the possibility of contributing to your esteemed company and am available to attend an interview at your earliest convenience.

Warm regards,

[Your Name]