

**Robert Smith**

**Finance Director**

[Today’s Date]

[341 Company Address]  
[Company City, State xxxxx]  
[(xxx) xxx-xxxx]  
[hiring.manager@gmail.com]

Dear [Mr./Mrs./Ms.] [Hiring Manager’s Name],

I want to take the opportunity to showcase my keen interest in the role of Finance Director with your company through this application. I am an experienced professional with a successful track record of sustained performance. Here are my primary key performance areas in the current organization:

* Overseeing internal control and financial reporting.
* Conduct variance analysis.
* Analyze the key metrics.
* Monitoring the departmental operations.
* Offering assistance to the CFO.

In addition to the above responsibilities, I am confident to bring my tenacity for business growth in the capacity of the vacant role.

The resume accompanying the job application will showcase my qualification and aptitude bolstering job requirements. I’d be grateful, given an opportunity to discuss my abilities for the specific position. Thank you for reviewing my application.

Sincerely,

[Your Name]