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| **robert smith**  **Financial Advisor** | Phone: (123) 456 78 99  Email: info@qwikresume.com  Website: [www.qwikresume.com](http://www.qwikresume.com)  LinkedIn: linkedin.com/qwikresume  Address: 1737 Marshville Road, Alabama |

[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],

Working as an accomplished finance professional with a leading investment firm, I believe that I can exceed your job expectations. Therefore, I want to apply for the position of Financial Advisor position with your well-known Investment Firm. I offer expert financial planning, coupled with excellent business development techniques.

Here is the array of my core-responsibilities in the current role:

* Communicating with potential clients and collecting information regarding spendings, income, tax payments, and financial goals.
* Develop and advise effective strategies on income management and expenditures.
* Assessing clients' accounts to spot the fiscal changes and concerned areas.
* Prepare a comprehensive report on the information supplied by the customer.
* Maintaining and updating the customers' portfolios.

My key expertise lies in nurturing customer relationships and meeting revenue goals by sales growth. I would be honored to utilize my core-strengths as your Financial Advisor and become an essential asset to your organization.

I appreciate you for taking a glance at my job application. Please go through my attached resume to find out more information on my academic records and previous job roles. I am hoping to hear back from you regarding the job opportunity.

Sincerely,

[Your Name]