

[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],

After reviewing the vacancy of the Financial Controller profile in a job portal, I want to present my combination of skills and relevant previous experiences for the same. I possess the exact set of qualities that are mentioned in your job synopsis.

I am responsible for undertaking the following duties:

* Oversee day to day finance and accounting operations like cost analysis, revenue forecasting, inventory accounting, billing, etc.
* Generate and publish financial statements/reports on a monthly, weekly or daily basis.
* Participate in budget preparation.
* Analysis of report variants.
* Provide assistance in the year-end closing process of the organization.
* Ensure adherence with local state and federal financial protocols/regulations.
* Develop and implement business processes in order to enhance internal accounting policies.

Furthermore, I have an incredible experience in streamlining financial operations through my sound knowledge of financial fundamentals and proficiency in finance management.

I am enclosing my resume to provide comprehensive information on my education and work history. I would love to explain my candidature for your Financial Controller profile.

Best Regards,

[Your Name]

**Robert Smith**

**Financial Controller**