[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 am excited to be applying for the Financial Operations Analyst role at \*\*\*\*. I believe that the job description listed aligns well with my skills and background. Upon reviewing your posting, I discovered that you are looking for someone who is highly organized and effective, and who can remain positive and pleasant under strict deadlines. I believe that my education and experience serve me as well for this role. Most recently, I served as Financial Operations Manager, in which I spearheaded operations, and identified areas for cost savings, optimal resource allocation, and business development. From overseeing hiring/training employees to liaising between cross-functional departments, I have gained a spectrum of experience and knowledge that will enable me to propel as a member of your accounting/finance team. A summary of my qualifications includes –

* In my previous capacity as a Financial Operations Associate at \*\*\*\*, I accurately maintained the overall ledger of the company within QuickBooks while managing multiple projects and learning new concepts under stringent deadlines.
* Spearheaded the accounting department, including compiling the company’s financial statements, liaising between the external audit team, and the internal accounting department
* Deep understanding of financial principles and accounting procedures, along with familiarity with state and federal laws governing financial operations
* My experience working with \*\*\* taught me to manage and oversee complex financial operations projects.
* My background includes extensive experience in MS Excel, QuickBooks, and \*\*\*\* accounting software.
* Proficiency in creating pivot tables, macros, and VBA scripts, skilled in using SQL databases, and experience in creating queries and reports.

With a proven track record of analyzing financial statements, and leading project management responsibilities, I am well-prepared to vastly exceed your expectations for this role and bring benefit to your company. I look forward to hearing from you soon. Thank you for your time and consideration.

Sincerely,

[Your Name]

 **Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com**

**Robert Smith**

**Financial Operations Analyst**