

**Robert Smith**

**Financial Reporting Manager**

[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 writing this letter to express my interest in applying for the Financial Reporting Manager position within \*\*\*\*, which has been posted in \*\*\*\*. As a highly skilled and analytical Senior Financial Reporting Manager with more than 15 years of solid experience leading financial management, and reporting responsibilities for a wide range of cross-sector companies, I am confident that my combination of experience and developed skillsets would make me a valuable asset for the role. Moreover, I believe that working with \*\*\* would provide me with a great opportunity to grow professionally and personally. My background includes managing comprehensive accounting tasks, analyzing financial reports, and budgets, implementing improvements and delivering detailed financial reports. From performing and overseeing the complete financial concerns to advising corporate executives, and stakeholders, I excel in improving and updating financial controls and processes.

Consider the following highlights of my experience –

* Spearheaded \*\*\*\*’s operations – coordinating and supervising all aspects of the company’s financial reporting, while ensuring all policies and regulations are fully adhered to
* Completing detailed statements, hiring and training new personnel, participating in weekly team meetings with executives; and surpassing all assigned objectives
* Accurately and expeditiously monitored financial analyses, audit engagement, and accounting procedures to realize increased efficiency and productivity
* Streamlined and standardized financial reports, processes, and records to optimize efficiency and facilitate accurate and seamless outcomes
* Earned “Best Employee of the Year” both at \*\*\*, and \*\*\* for my ability to meet and exceed all assigned objectives
* Holding a Master’s degree in Financial Management from the University of \*\*\*

With my experience in financial operations, and controls, coupled with my expert leadership and management skills, I am eager to continue my career in finance management at \*\*\*\*. In addition, my record of service stays extended to successfully running financial programs, and company budgets. I appreciate the opportunity to discuss the position in detail and look forward to hearing from you soon. Thank you so much for your time and consideration.

Sincerely,

[Your Name]