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| **robert smith**  **Senior Financial Analyst** | 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],

I am writing you this letter about the job placement you have made for the Senior Financial Analyst role at your valued company. I am delighted to submit my resume herewith as my eight-plus years of experience, I will readily convert my knowledge and skills to your organization and be a valuable asset.

I am a driven and competent professional with a Bachelor of Finance degree from a reputable university. I flourish in my role ranging from assessing financial reports and systems to driving complex financial initiatives to establishing strategies to efficiently manage resources and processes to enhance workflows. My expertise in relationship management, team building, and leadership positions me to succeed in this demanding post. I also have a track record of managing projects, creating financial KPIs, and projecting budgets. A quick look into my highlighting qualifications-

* Led and mentored high-performing analyst teams.
* Meeting quarterly financial targets for four division budgets totaling $45M.
* increased profitability by providing analysis-based recommendations.
* My interpersonal skills enable me to work with people at various levels of a corporate organization to produce revenue predictions.
* Awarded Best Employee of the Year four times.
* Recognized for assisting management by following and evaluating business operations to precisely forecast data and budget.
* Proven expertise in program development, financial analysis, change management, project management, and financial report generation.
* Reputation as a knowledgeable analyst for business clients for offering reliable business analytics.

My exceptional statistical and interpersonal skills make me uniquely qualified. I consistently endeavor to deliver the best business analysis possible. With my background in financial analysis and reporting, cost-benefit analyses, and my dedication to providing precise and on-time findings, I am confident that I will surpass your expectations for this position.

My range of experience coupled with my ability to be an enthusiastic, committed professional would make a positive contribution to your institution. I would welcome an interview and hope to hear from you at your earliest convenience.

Sincerely,

[Your Name]