

[Full Name]

[Phone Number] | [Email Address]

[LinkedIn Profile URL] | [City, State, Zip]

[Date]

[Hiring Manager Name]

[Title]

[Company Name]

[Company Address]

[City, State, Zip]

Dear [Hiring Manager Name],

I am writing to express my interest in the Senior Financial Analyst position at [Company Name]. With over [Number] years of experience in corporate financial planning and analysis (FP&A), I have developed a robust skill set in financial modeling, strategic forecasting, and data-driven decision support that aligns directly with the requirements of your finance team.

In my current role at [Current/Previous Company], I led the [Specific Project or Process, e.g., annual budgeting cycle or implementation of a new BI tool], resulting in a [Percentage]% improvement in forecast accuracy. My expertise lies in synthesizing complex data sets into actionable insights for executive leadership. I have consistently demonstrated my ability to manage [Dollar Amount] budgets and identify cost-saving opportunities that increased departmental margins by [Percentage]%.

I am particularly drawn to [Company Name] because of your recent [mention a company achievement, expansion, or value]. I am confident that my technical proficiency in [List software, e.g., SAP, Oracle, SQL, or Advanced Excel] and my background in [Industry] will allow me to contribute immediately to your fiscal objectives.

Thank you for your time and consideration. I look forward to the possibility of discussing how my analytical background can support the continued growth of [Company Name].

Sincerely,

[Full Name]