

**[Your Full Name]**  
[Phone Number]  
[Email Address]  
[LinkedIn Profile URL]  
[City, State, Zip Code]

[Date]

[Hiring Manager Name]  
[Job Title]  
[Company Name]  
[Company Address]

Dear [Hiring Manager Name],

I am writing to express my interest in the Financial Analyst position at [Company Name], as recommended to me by [Referral Name], [Referral's Job Title] at your organization. Having worked closely with [Referral Name] in a previous capacity at [Previous Company/Context], they suggested that my background in financial modeling and strategic forecasting would align well with your current team's objectives.

In my current role at [Current/Last Company], I have honed my ability to translate complex data sets into actionable financial insights. My experience includes [Key Achievement 1, e.g., reducing operational costs by 15% through variance analysis] and [Key Achievement 2, e.g., developing automated reporting tools that saved 10 hours of manual entry per week]. I am proficient in SQL, advanced Excel, and [Specific ERP/Software], which allows me to provide the high-level technical analysis required for [Company Name]'s growth.

What draws me to [Company Name] is your reputation for [Specific Company Value or Recent Project]. I am confident that my analytical rigor and commitment to precision will contribute significantly to your department's success. [Referral Name] has spoken highly of your company culture, and I am eager to bring my expertise to such a collaborative environment.

Thank you for your time and for considering my application. I have attached my resume for your review and look forward to the possibility of discussing how my skills can benefit the [Department Name] team.

Sincerely,

[Your Signature (if sending by mail)]  
[Your Printed Name]