

[Your Full Name]
[Your Address]
[Your Phone Number]
[Your Email Address]
[Your LinkedIn Profile URL]

[Date]

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

Re: Application for [Job Title] - Referred by [Name of Employee]

Dear [Hiring Manager Name],

I am writing to express my interest in the [Job Title] position at [Company Name], as recommended to me by [Referral Name], who currently works as a [Referral's Job Title] within your [Department Name] team. Having recently graduated with a degree in [Degree Name] from [University Name], I am eager to apply my analytical skills and financial modeling knowledge to contribute to your organization's success.

During my academic career and [internship/project experience], I developed a strong foundation in [List 2-3 specific skills, e.g., DCF modeling, variance analysis, or Excel macros]. I have a proven ability to interpret complex data sets and translate findings into actionable insights. [Optional: Brief sentence mentioning a specific achievement or GPA].

I have long admired [Company Name] for its [mention a specific company value, project, or market position]. My background in financial theory combined with my commitment to precision and efficiency aligns with the high standards of your finance department. I am confident that my technical proficiency and collaborative mindset will make me a valuable asset to your team.

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

Sincerely,

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