

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

[Date]

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

Dear [Hiring Manager Name],

Re: Application for **[Financial Analyst Position Name]**

I am writing to express my strong interest in the [Position Name] role at [Company Name]. Having developed a rigorous foundation in financial operations and regulatory compliance as a Bank Teller at [Current/Former Bank Name], I am now seeking to leverage my analytical skills and [mention degree or certification, e.g., CFA Level 1 / MBA] to transition into a career in financial analysis.

During my tenure in retail banking, I did more than manage transactions; I analyzed client portfolios to identify trends and risk factors. I successfully [mention a specific achievement, e.g., improved branch reporting efficiency or identified discrepancies in high-volume accounts]. This experience has provided me with a deep understanding of [mention relevant skill, e.g., cash flow, risk assessment, or financial products] and a meticulous attention to detail that is essential for the analytical demands of [Company Name].

To bridge the gap between retail banking and corporate finance, I have mastered [mention technical skills, e.g., Advanced Excel/VBA, SQL, Python, or Financial Modeling]. I am particularly drawn to [Company Name] because of [mention a specific company project, value, or market position]. I am confident that my ability to interpret complex data sets through the lens of practical financial operations will make me a valuable asset to your team.

I have enclosed my resume for your review and welcome the opportunity to discuss how my transition from banking operations to financial analysis can benefit [Company Name]. Thank you for your time and consideration.

Sincerely,

[Your Signature]
[Your Printed Name]