

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

[Date]

[Hiring Manager Name]
[Title]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Hiring Manager Name],

I am writing to express my strong interest in the [Junior Financial Analyst] position at [Company Name], as advertised on [Platform]. With a solid foundation in retail banking and a proven track record of accuracy in high-volume financial environments, I am eager to transition my analytical skills and attention to detail into a corporate financial analysis role.

During my tenure as a Bank Teller at [Current/Previous Bank Name], I developed a keen eye for identifying discrepancies and anomalies in financial records. I successfully managed [Dollar Amount] in daily transactions with zero variance, demonstrating the rigorous precision required for financial reporting. Beyond transactional duties, I actively contributed to [mention a project or skill, e.g., identifying cross-selling opportunities or assisting with branch audit preparation], which sharpened my ability to interpret financial data to drive business decisions.

I have recently [mention relevant certification or education, e.g., completed my degree in Finance / earned a certification in Excel for Financial Modeling], which has provided me with technical proficiency in [mention skills, e.g., NPV analysis, trend forecasting, and data visualization]. My experience on the front lines of banking has given me a unique perspective on client needs and institutional risk, which I am prepared to leverage to provide actionable insights for your team.

I am particularly drawn to [Company Name] because of your reputation for [mention a specific company achievement or value]. I am confident that my background in financial integrity, combined with my analytical training, makes me a strong candidate for this role.

Thank you for your time and consideration. I look forward to the possibility of discussing how my skills can support the financial objectives of [Company Name].

Sincerely,

[Your Name]