

[Your Full Name]

[Your Phone Number] | [Your Email Address]

[LinkedIn Profile URL] | [City, State]

[Date]

[Hiring Manager Name]

[Hiring Manager Title]

[Company Name]

[Company Address]

Dear [Hiring Manager Name/Hiring Committee],

I am writing to express my strong interest in the **Finance Operations Associate** position at [Company Name], as advertised on [Platform/Source]. With a background in [Your Degree/Field] and [Number] years of experience in financial process management, I am confident in my ability to streamline your operational workflows and ensure reporting accuracy.

During my tenure at [Previous Company], I specialized in [Key Responsibility, e.g., accounts payable/receivable, reconciliations, or vendor management]. My core accomplishments include:

- [Achievement 1: e.g., Reduced month-end closing time by X% through process automation].
- [Achievement 2: e.g., Managed a portfolio of X vendors with a 99% on-time payment rate].
- [Achievement 3: e.g., Identified and resolved discrepancies totaling \$[Amount] in quarterly audits].

I am highly proficient in [Software, e.g., ERP systems like SAP/NetSuite, advanced Excel, or SQL] and possess a keen eye for detail required for high-volume data analysis. I am particularly drawn to [Company Name] because of your reputation for [Specific Company Value or Recent Project], and I am eager to apply my analytical skills to support your finance team's strategic goals.

Thank you for your time and consideration. I look forward to the possibility of discussing how my operational expertise can contribute to the continued efficiency of [Company Name].

Sincerely,

[Your Signature (if sending by mail)]

[Your Full Name]