

[FULL NAME]

[CITY, STATE, ZIP] | [PHONE NUMBER] | [EMAIL ADDRESS] | [LINKEDIN PROFILE]

[Date]

[Hiring Manager Name]
[Title, e.g., Chief Financial Officer]
[Company Name]
[Company Address]

RE: GLOBAL CONTROLLER / VP OF FINANCE APPLICATION

Dear [Mr./Ms./Mx. Last Name],

[Opening Paragraph: State your current executive role, total years of experience in global financial governance, and your enthusiasm for the specific organizational challenges at Company Name.]

[Body Paragraph 1: Focus on global scale and financial stewardship. Mention oversight of multi-entity consolidations, IFRS/GAAP compliance, and successful management of international tax or audit complexities.]

[Body Paragraph 2: Focus on strategic leadership. Detail your experience in driving digital transformation, ERP implementations (e.g., SAP, Oracle), or restructuring finance departments to increase operational efficiency and EBITDA.]

[Body Paragraph 3: Highlight your ability to partner with the C-suite and Board of Directors. Mention your track record in risk mitigation, internal controls (SOX), and providing the financial intelligence necessary for global expansion or M&A activity.]

[Closing Paragraph: Reiterate your value proposition. State your desire to discuss how your financial leadership can support Company Name's long-term fiscal objectives.]

Sincerely,

[Full Name]