

[Your Full Name]

[Address, City, State, Zip Code]

[Phone Number] | [Email Address]

[LinkedIn Profile URL]

[Date]

[Hiring Manager Name]

[Title]

[Company Name]

[Company Address]

RE: [JOB TITLE / REFERENCE NUMBER] APPLICATION

Dear [Hiring Manager Name],

I am writing to express my strong interest in the [Job Title] position at [Company Name], as advertised on [Platform/Referral Source]. With a background in [Number] years of financial planning and analysis, I am confident in my ability to provide the strategic insights and rigorous modeling required to support [Company Name]'s financial objectives.

In my previous role at [Previous Company], I was responsible for [Specific FP&A Responsibility, e.g., managing the annual budgeting process or variance analysis]. My key achievements include:

- Developed [Specific Model/Process] which improved forecasting accuracy by [X]%.
- Identified cost-saving opportunities totaling \$[Amount] through deep-dive OpEx analysis.
- Streamlined monthly reporting cycles by [X] days using [Software/Tool, e.g., Power BI or Tableau].

Beyond technical proficiency in financial modeling and data visualization, I pride myself on my ability to translate complex data into actionable narratives for non-financial stakeholders. I am particularly drawn to [Company Name] because of your recent [mention a company achievement or specific project], and I am eager to apply my expertise in [Specific Skill, e.g., Long-range Planning or Capital Allocation] to help drive your continued growth.

Thank you for your time and for considering my application. I look forward to the possibility of discussing how my analytical background and strategic mindset can contribute to the success of the [Department Name] team at [Company Name].

Sincerely,

[Your Signature (if sending by mail)]

[Your Typed Name]