

[Full Name]

[Phone Number]

[Email Address]

[LinkedIn Profile]

[City, State]

[Date]

[Hiring Manager Name]

[Company Name]

[Company Address]

Dear [Hiring Manager Name or "Search Committee"],

I am writing to express my interest in the [Senior Corporate Finance Analyst] position at [Company Name]. With [Number] years of experience in financial planning and analysis (FP&A), capital budgeting, and strategic modeling, I am confident in my ability to provide the actionable insights necessary to drive [Company Name]'s financial performance.

In my current role at [Current/Previous Company], I have focused on [mention a high-level responsibility, e.g., long-term forecasting or M&A due diligence]. One of my key accomplishments involved [specific achievement with metric, e.g., reducing budget variance by 15% or identifying \$2M in cost savings]. I specialize in building complex three-statement models and automating reporting processes to enhance executive decision-making.

I am particularly drawn to [Company Name] because of [mention specific company initiative, market reputation, or financial trend]. My technical proficiency in [list software, e.g., Excel/VBA, SAP, Tableau, or Hyperion] combined with my ability to translate data into strategic narratives aligns with the requirements of your finance team.

I look forward to discussing how my background in [Specific Industry] and my analytical approach can contribute to the continued growth of [Company Name]. Thank you for your time and consideration.

Sincerely,

[Full Name]
