

[Your Name]  
[Your Address]  
[City, State, Zip]  
[Your Email]  
[Your Phone Number]  
[Date]  
[Employer's Name]  
[Company's Name]  
[Company's Address]  
[City, State, Zip]

Dear [Employer's Name],

I am writing to express my interest in the Chief Financial Officer position at [Company's Name] as advertised [where you found the job listing]. With over [number] years of progressive financial leadership experience in [industry/sector], I am confident in my ability to contribute to [Company's Name]'s continued success.

In my previous role as [Your Last Job Title] at [Your Last Company], I successfully [mention a relevant achievement or responsibility]. This experience equipped me with a strong foundation in [specific skills or areas relevant to the job, such as financial planning, risk management, strategic investment], which I believe will be invaluable in driving the financial strategy of [Company's Name].

I am particularly impressed by [mention something notable about the company or its goals], and I am eager to bring my expertise in [specific skills relevant to the position] to your team. I am adept at [mention relevant skills or experiences that align with the job description] and have a proven track record of [mention another relevant achievement or skill].

Enclosed is my resume, which provides further detail about my professional journey. I would welcome the opportunity to discuss how my background, skills, and enthusiasms align with the goals of [Company's Name]. Thank you for considering my application. I look forward to the possibility of contributing to your esteemed organization.

Warmest regards,  
[Your Name]