

[Your Name]  
[Your Address]  
[City, State, Zip]  
[Email Address]  
[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 (CFO) position at [Company's Name], as advertised [where you found the job listing]. With over [number] years of experience in financial management and strategic planning, I am confident in my ability to contribute to your organization's growth and success.

In my previous role as [Your Previous Position] at [Your Previous Company], I successfully [mention a relevant achievement or responsibility that demonstrates your skills]. My expertise in financial forecasting, budget management, and risk assessment has enabled me to streamline operations and significantly reduce costs by [% or \$ amount]. I am particularly drawn to this opportunity at [Company's Name] because of [mention something specific about the company or its goals that resonates with you]. I am excited about the prospect of collaborating with your team to drive financial strategy and ensure sustainable growth. Enclosed is my resume, which provides further details about my professional journey. I look forward to the opportunity to discuss how my background, skills, and enthusiasms align with the objectives of [Company's Name]. Thank you for considering my application. I hope to speak with you soon.

Sincerely,  
[Your Name]