

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

Dear [Hiring Manager's Name],

I am writing to express my interest in the [Job Title] position at [Company's Name] as advertised on [where you found the job listing]. With a background in finance and [X years] of experience in [specific financial function or industry], I am excited about the opportunity to contribute to your team.

In my previous role at [Previous Company Name], I successfully [specific achievement or responsibility that relates to the position]. This experience honed my skills in [relevant skills], which I believe align well with the requirements for this position.

I am particularly impressed by [something notable about the company or its projects], and I am eager to bring my expertise in [your specialization] to help [Company's Name] achieve [specific goal or mission].

I have attached my resume for your review, and I look forward to the opportunity to discuss how my background, skills, and enthusiasms can contribute to the continued success of [Company's Name].

Thank you for considering my application. I hope to speak with you soon.

Sincerely,  
[Your Name]