

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Company's Name]  
[Company's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my interest in the finance position at [Company's Name] as advertised on [where you found the job listing]. With a [Your Degree] in Finance from [Your University] and [number] years of experience in the finance sector, I am excited about the opportunity to contribute to your team.

In my previous role at [Your Previous Company], I successfully [mention a relevant achievement or responsibility that aligns with the job description]. This experience honed my skills in [specific skills related to finance], and I believe these skills will be beneficial in the [specific role] at [Company's Name].

I am particularly impressed by [mention something notable about the company or its projects], and I share a strong commitment to [related company values or goals]. I am eager to bring my background in financial analysis and strategic planning to support [Company's Name] in achieving its objectives.

I have attached my resume for your consideration. Thank you for the opportunity to apply for this role. I look forward to the possibility of discussing how my skills and experiences align with the needs of your team.

Sincerely,  
[Your Name]