

****Application Letter Checklist for Finance Position****

1. ****Header****
 - Your Name
 - Your Address
 - City, State, Zip Code
 - Email Address
 - Phone Number
 - Date
2. ****Employer Information****
 - Hiring Manager's Name
 - Company Name
 - Company Address
 - City, State, Zip Code
3. ****Salutation****
 - Use a professional greeting (e.g., "Dear [Hiring Manager's Name],")
4. ****Introduction****
 - State the position you are applying for
 - Mention how you found out about the job
5. ****Body Paragraphs****
 - ****Paragraph 1: Relevant Experience****
 - Highlight your finance experience
 - Mention specific skills or accomplishments
 - ****Paragraph 2: Qualifications****
 - Reference education and certifications (e.g., CFA, CPA)
 - Discuss your understanding of financial principles and tools
 - ****Paragraph 3: Fit for the Company****
 - Explain why you are a good fit for the organization
 - Mention your interest in the company's goals or mission
6. ****Conclusion****
 - Express enthusiasm for the position
 - Mention your availability for an interview
7. ****Closing****
 - Use a professional closing statement (e.g., "Sincerely," or "Best regards,")
 - Your Signature (if sending a hard copy)
 - Your Typed Name
8. ****Additional Items****
 - Attachments (Resume, References)
 - Follow-up on your application timeline (if applicable)