

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

[Hiring Manager's Name]
[Company Name]
[Company Address]
[City, State ZIP Code]

Dear [Hiring Manager's Name],

I am writing to express my interest in the [Finance Position Title] at [Company Name], as advertised on [where you found the job posting]. I was excited to learn about this opportunity from our mutual contact, [Mutual Contact's Name], who spoke very highly of your organization and encouraged me to apply. [He/She/They] emphasized your commitment to excellence in finance and innovation, further inspiring my enthusiasm for joining your team.

With [number] years of experience in financial analysis and strategic planning, I have developed a robust skill set well-suited for this role. During my tenure at [Previous Company], I successfully [describe a relevant accomplishment, e.g., implemented a new forecasting method that improved accuracy by X%], demonstrating my ability to deliver results that align with organizational goals. My expertise in [list 1-2 key skills or software relevant to the job] enables me to provide thorough financial insights and drive data-driven decisions.

I am particularly drawn to [Company Name] because of its reputation for [mention something specific about the company, such as leadership in the industry, unique culture, or growth initiatives]. [Mutual Contact's Name] has shared valuable perspectives on your team dynamics and the impact your finance department has on broader company objectives, which I find both impressive and motivating.

I would welcome the chance to further discuss how my background, skills, and passion for finance can contribute to [Company Name]'s continued success. Thank you for your time and consideration. Please feel free to contact me at [your phone number] or [your email address] to arrange a conversation.

Sincerely,
[Your Name]