

Sep 8, 2026

Dear Hiring Manager,

I am writing to express my interest in the Finance position at {{TargetCompany}}. As a dedicated student with a degree in {{FieldOfDegree}}, I have developed a solid foundation in financial analysis and management, complemented by three years of experience in the financial sector as a {{PrevJobTitle}}.

Throughout my career, I have honed my skills in financial reporting and budget management, allowing me to contribute effectively to cross-functional teams. My proficiency in Microsoft Excel enables me to analyze complex datasets and prepare insightful reports that support strategic decision-making.

I am particularly drawn to {{TargetCompany}}'s commitment to enhancing financial literacy and its ethical approach towards client relationships. I believe that transparency and integrity are essential for building trust with clients, which aligns with my personal values. My proactive mindset drives me to continuously seek innovative solutions while remaining compliant with industry regulations.

In previous roles, I collaborated closely with various departments to streamline processes and improve operational efficiency. This experience has equipped me with excellent problem-solving abilities and the interpersonal skills necessary for communicating complex concepts clearly.

I am excited about the opportunity to contribute my analytical skills and passion for finance at {{TargetCompany}}. Thank you for considering my application; I look forward to the possibility of discussing how I can support your team's mission.

Sincerely,
Min Nguyen