| **Kathy nesS** |
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| **Apex, NC 27502 | 555-555-5555 | example@example.com** |
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Dec. 2, 2022

John Francis, Recruiting Manager

Datapad

2623 Sampson St.

Denver, CO 80202

555-555-5555

example@example.com

Dear Mr. Francis,

I am a driven financial analyst with a master's degree and five years of experience in financial planning, accounting and analysis. I read with strong interest your history of creating premium quality yachts for over 60 years and your mission to expand worldwide. As a proud owner of a Bertram Yatch and an enthusiast of this industry, I know I had to reach out with an offer.

Throughout my career, I have obtained multiple certifications to excel in my field including CFP, CFA and CIMA. These have allowed me to demonstrate savviness in P&L analysis, cash flow forecasting, capital planning, inventory analysis and much more. I am known for my initiative, reliability to work with strict deadlines and adapting to changing priorities, as well as the following achievements:

* Compiled an annual budget that increased revenue by 21% for three years consecutively.
* Performed financial-oriented verifications including credit inquiries, financial statements and cash flow analyses resulting in over 100 trend findings.
* Utilized strategic planning analytical models for recommendations to a management team to make key long-term decisions that saved over $5,000.

I am confident I can make your time worthwhile by discussing more on how I can be an invaluable asset to your team. I am available for a call or interview at your earliest convenience. Thank you for your time and consideration.

Sincerely,

Kathy Ness