

Dear Hiring Manager:

I appreciate the opportunity to meet you to learn more about the success of ABC Company and the challenging role you have available within your Finance Department. I was particularly impressed with ABC Company's strong commitment to innovation and growth, as well as its plans to expand into the global market. I feel that this type of environment would challenge me to do my best work.

My experience with hedge fund accounting, combined with my background in the investment industry, have given me a solid foundation for this type of role. My extensive knowledge of Excel would also be especially valuable to me as an Investment Analyst with your firm.

I look forward to hearing from you concerning your hiring decision. Please let me know if I can answer any further questions regarding my qualifications. Again, thank you for your time and consideration.

Sincerely,