

## Professional Cover Letter for Accounting and Finance Jobs

James Bankole  
6 Bode Thomas,  
Surulere,  
Lagos.  
January 23rd, 2019.  
080\*\*\*\*\*

Mr. Tade Joshua,  
Human Resource manager  
MyJobMag Money Market MFB  
7 Atunwa street,  
Opebi,  
Lagos.

Dear Mr. Tade,

As a highly skilled accountant and finance analyst, I read your job posting for a new financial analyst with interest. My experience matches well with the position you are seeking at Money Market MFB. My experience as a financial analyst with ABC Limited with proven records, I am certain that I will be of great value to this organization.

With more than 10 years' experience as an accountant and financial professional, I am adept in financial modeling, forecasting, and variance analysis. Moreover, while my on-the-job experience has afforded me a well-rounded skillset, including first-rate analytical and problem solving abilities. I excel at:

- Identifying operational inefficiencies and recommending improvements
- Designing weekly, monthly and annually spending report
- Auditing financial processes on a quarterly basis
- Creating presentations to highlight performance and business goal

In addition to my experience and personal skills, I have a strong educational foundation and interest for finance. I am really enthusiastic about MyJobMag Money Market MFB focus on business process improvements and would welcome the opportunity to contribute to your on-going success. I will follow up in one week to request for an appointment to discuss how my experience and background meets your need.

Thank you for the time and consideration.

Sincerely,

James Bankole