

Finance Assistant Cover Letter

Andrew Gary

456 E Red Bridge Rd,
Kansas City, MO 64131
(123) 456-7890
Andrew.gary@gmail.com

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Mr. George Walton

Finance Manager

HQ Capital

3011 E 51st St,
Kansas City, MO 64112

Subject: Application for Finance Assistant position

Dear Mr. George,

My client, Ms. Marry Clay has given me the reference about a job opening for a finance assistant position at HQ Capital. Since it is a privilege getting a chance to work in your organization, this cover letter is my expression of interest for the said position.

Though I am a fresher, I have the confidence of matching to your expectations. I was inclined towards a career in finance from early days. To accomplish my goal, I even completed my degree course in Financial Planning. During the course, I have worked in several live projects for clients ranging from automobile, to hospitality, and manufacturing industries. To prepare the groundwork, I have even completed my internship with a financial management firm for one year.

I hope you will take time from your busy schedule to go through the enclosed resume and certificates of merit, and offer me a chance to be interviewed. I am confident of convincing you about my abilities to handle the job responsibilities. Please respond to my call on coming Monday at 10:30 am. Thank you for your time.

Sincerely

Andrew Gary

Your Signature