

Financial Administrative Assistant Cover Letter Sample

James Camlin

St, City, State, Zip code

Phone: (123) 456-7890- example.email@example.com

August 15, 2022

George Lee

Bellwether Systems

St, City, State, Zip code

(123) 456-7890

RE: Financial Administrative Assistant, Ref# 336930333, Aug 06, 2022

Dear Mr. George,

As a professional with history of success supporting the financial functions of corporate teams, I excited to submit my application for the available Financial Administrative Assistant position on your team. My hands-on experience will make me an excellent addition to your organization. Throughout my entire career, I have been successful in solving problems, resolving conflict, and contributing to shared objectives.

Below is a sampling of highlights from my career that demonstrate the overall value I can leverage to advance Bellwether System's mission:

- Created Excel model of cash flow projection to estimate the level of credit line needed for transition from HRA to MCO (Lightfoot Inc.)
- Increased savings by conducting surveys of potential vendors, merchandise, and freight forwarders (Synapse Industries)
- Worked on internal audit special project involving calculating adjustments for over 500 401(k) plans to bring the plans to correct value (d'Anconia Copper)

The educational foundation, commitment, and leadership experience outlined on the attached resume position me for a successful partnership with your organization. I would welcome the opportunity to learn more about your team, and to discuss how I can address the unique challenges of the available Financial Administrative Assistant position in order to add value at Bellwether Systems.

Thank you for reviewing this letter and the accompanying material.

Sincerely,

James Camlin