

January 2, 2014
Ms. Jennifer Samuel
Talent Acquisition Manager
XX Financial Advisors LLC
New York, NY 10001

Dear Ms. Samuel:

I am writing to apply for the position of Financial Analyst at XX Financial Advisors, as advertised on your official website yesterday. My persona matches your organization's requirements as an assertive, self-directed candidate driven by details and deadlines. It will be a privilege working for such a prominent company holding prominent position in *Bloomberg Businessweek* annual ratings for "100 Best Investment Advisor Companies" in 2013.

I am an enthusiastic finance professional with a wide range of experience in financial operations and analysis. My recent work at Manhattan Hanover Bank NA as a finance expert focused on in-depth market analysis, portfolio stress testing, and derivatives risk management. I have demonstrated expertise in monitoring and analyzing performance compared to the budget forecast and preceding year's performance ensuring management and customer satisfaction. Besides team work, I am able to work independently using my strong analytical, problem solving and mathematical skills. Moreover, I am a fast learner and welcome any opportunity to learn new business or financial systems.

My resume (enclosed) will provide you with details of my skills and qualifications. I will be grateful to have the opportunity to meet with you in near future so that we can discuss this opportunity. If you require any further information, feel free to contact me at (646) 555-1212 or via email at [Email Address].

Thank you for time and considering my application.

Sincerely,

Donald K. Smith