

# SAMPLE M. CLIENT

Street Address | City, State Zip | 1.877.875.7706 | Info@greatresumesfast.com

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September 15, 2009

Jane Doe  
ABC Inc.  
123 Main Street  
Your Town, MI 12345

Dear Ms. Doe,

The strength of a company is directly dependent on its employees. With my demonstrated track record of consistently combining financial leadership with sound business practices, I can position companies for long-term growth and profitability and I am confident that I would be an excellent fit for the position of International Financial Analyst

I have earned a reputation as a self-directed professional with excellent communication, analytical, and management skills. As a resourceful problem solver I have a proven ability to conceptualize solutions to challenging situations and maximize success.

My recent collaboration on the massive financial analysis project at Thunderbird required my expertise in risk assessment, management of global sales and distribution data and the application of strategic tools and techniques to create in-depth strategic financial forecast and implementation action plan.

I have enclosed my resume for your review and would appreciate the opportunity to meet with you to further discuss my qualifications. Thank you for your time and consideration.

Sincerely,

SAMPLE M. CLIENT  
Enclosure: Résumé