**Douglas Stewart**

**[Street Address] New York, NY 55900 ⬩ H:555-555-55555 M: 917-719-9797 ⬩ [Email Address]**

**Today’s date**

Mr. Smith

Shrub Hedge Fund

Address, City, State, zip

Re: Financial Analyst Position

Dear Mr. Smith,

In response to your ad in Money Matters this week, I am applying for the position of Financial Analyst at Shrub Hedge Fund.

As you’ll see from my attached resume, my experience and skills complement the requirements set forth in the job posting. I use the data that I gather to understand the past performance of the hedge funds with which I’m working and to project with a high degree of accuracy what their future trajectories will be. I am able to travel or relocate as needed.

During my employment, I honed my expertise in complex financial analysis, budgeting, and general business operations.   
Highlights of my work experience include:

* Developing innovative financial planning methods for clients.
* Producing reports on the marketing performance of companies.
* Deciding prices and marketing terms.

In the past, I was usually able to reduce overall costs of purchases by 10%.

I utilize SAP software, Oracle, and Microsoft Office (Excel), and interface well with other divisions in the company and other team members.

I look forward to meeting with you to discuss my financial experience further and determine how it can be used in your service.

Please contact me at [Email Address] or 917-719-9797.

Thank you.

Sincerely,

Douglas Stewart