**Samuel Evans** [Street Address] New York, NY 55900 | (555).555.5555 | [Email Address]

**Today’s date**

Mr. John White

Company name

Address, City, State, zip

Dear John White,

Re: Job Post – Financial Consultant

I read your advertisement for a financial consultant on your company’s website with great interest, and am eager to enclose my resume for your examination.

As you can read, I have been helping businesses, organizations, and individuals increase their revenues, achieve financial stability, and meet retirement goals through my decade of experience, analytical aptitude, and accurate identification of market trends.

I earned an MBA in finance and provide and attend specialized continuing education courses in accounting, finance, and business administration.

Highlights of my business career include:

* Assisting companies to expand foreign markets, particularly China, Turkey, and India.
* Boosting company revenues by 24% in the past two years.
* Achieving consistent returns of 12%-16% by focusing on low to medium-low risk investments.

I start by studying my clients’ needs and financial situations, offer optimum strategies for increasing their net worth safely, and surpass client expectations.
I present complex subjects clearly to companies and individual investors, answer questions patiently, and steer clients away from unwise investments.

My proven successes and commitment to my clients’ financial well-being are a magnet for your company’s qualitative and quantitative growth.

It would be my pleasure to meet with you to hear more about which direction your company wants to move in the next years and assist you in arriving there.
Please be in touch to arrange an interview.

Sincerely,

Samuel Evans