

Name

Address, Oakton, VA 22124 | xxx.xxx.xxxx | email
| LinkedIn URL (Linked)

[Current Date]

[Company Name]

[Street Address]

[City, State Zip Code]

Dear Hiring Manager,

I would like to express my interest in the Assistant [Full Position Name] advertised on [source of job posting]. I feel confident that my extensive experience and leadership abilities will add value to the position and your organization.

I have a proven track record in a majority of competencies you're seeking, especially in financial management/operations including systems and reporting, procurement, tax compliance and human resource responsibilities with a strong knowledge of keen business practices.

Having engaged and collaborated with internal and external stakeholders throughout my professional career I invite you to review a few highlights of my achievements:

- Appointed as Chief Financial Officer and Senior Advisor to the CEO as a strong partner and mentor.
- Leading financially focused projects resulting in raising multi-million dollars of capital.
- Planning and execution of audit engagements for public and private entities.
- Development of technology investment solutions for 20 growth-stage companies.
- Establishment of systems and internal controls for a small development firm developing cellular systems in Russia and Central Asia.
- Serving as Judge for business plan competitions for the Mid-Atlantic xxxxxx xxxxxxxxx as part of George Mason University, Northern Virginia Technology Council.

I believe that you will find me to be a valuable addition to the [Name of Company/Organization]. I am including my resume for your review. I would like to discuss the Assistant [Full Position Name] position as well as my accomplishments in more detail. When is a convenient time for you to learn more about how my achievements can benefit your organization?

Sincerely,

Name w/ Middle Initial Last Name

Enclosure: Resume