

## Sample Cover

111 Village Drive #100 ▪ Marshall MN 56258 ▪ (507) 111- 1111  
[firstname.lastname@hotmail.com](mailto:firstname.lastname@hotmail.com)

Month, Day, Year

John Anderson  
ABC Company  
1111 Any Street  
Marshall, MN 56258

Dear John Anderson:

I am interested in a full time financial analyst position with ABC Company. ABC Company is a well established and recognized multinational company offering employment opportunity in the finance industry worldwide. My background and education in the finance industry along with my international experiences would be of benefit to your company.

I am graduating with a Bachelor of Science in Finance with a concentration in Financial Planning and Investment from Southwest Minnesota State University. I have completed two internships in finance and accounting. During these internships, I was in charge of analyzing the month end financial reports, preparing comparative analysis, managing accounts receivable, and performing bank reconciliation.

From my international experiences, I have learned to communicate effectively with individuals from diverse backgrounds and populations. Since ABC Company operates in more than 100 countries, I am confident that my direct finance and global experiences coupled with my fluency in French and Spanish can be an asset to your company.

My enclosed resume reflects my experiences and accomplishments. I would like to meet with you to further discuss how I might contribute to your company. I can be reached at 507-111-1111 or by email at [firstname.lastname@hotmail.com](mailto:firstname.lastname@hotmail.com). Thank you for your time.

Sincerely

(Sign your name here)

FirstName LastName