Date: 7th Jan, 2010.

Paul Smith,  
Director of Finance,  
25, felixstowe court,  
Ely, England.  
(914) 5640894.

Dear Ms. Richardson,

I am writing this letter to apply for the Financial Manager position in your highly esteemed company. I have read about the opening in an advertisement posted in your official website last June 3, 2009. Awed and inspired by the amazing burgeoning of your company during the last decade, I decided to reestablish my career in financial management in your company.

As what my resume would prove, I am no novice in the financial field. For the past 7 years, I worked as a Financial Manager here in my home town. Throughout my tenure in the aforementioned office, I persistently worked following a standard and honed my skills regarding the craft and everything that is related to it.

I have developed a passion for precision, which the work rigorously demands. As for working with team members, I ensure your company that I have not experienced troubles dealing and cooperating with people.

I do hope that you will consider my background and qualification heavily. I look forward to going to your office to discuss more about my resume. Also, feel free to contact me through my cell phone number indicated above. You could reach me through my e-mail address too.

Thank you for reading my humble letter and resume.

Sincerely yours,

Jean Reddy