

cover letter example with salary requirements

Ms Jane Brown
101 Any Road
Every Town
XX1 1YY

Mr John Smith
ABC Company
All Streets
Any Town
AA1 1ZZ

(Date)

Dear Mr Smith

I saw your advertisement for the position of Financial Manager and would like to apply. I enclose my CV for your consideration.

I have extensive experience of managing a finance department and ensuring that all financial management requirements, including annual accounts, management accounts, cash flow forecasts and payroll, are met. I am CA qualified and regularly take the opportunity to update my professional knowledge and skills.

I am skilled in explaining financial terms to senior managers with no financial knowledge and have excellent communications, planning and problem solving skills. I am a team player and I like to ensure that accurate budget preparation and financial management become goals across the organisation.

Your advertisement requested that candidates provide a note of their salary expectations. I would like to emphasise that I am flexible where salary is concerned and consider it to be only one of a number of factors involved in submitting my application. I would be happy to discuss salary at a later date, if you feel that I would I am a strong candidate.

I am available to attend for interview at your convenience. Please feel free to contact me on (phone number) or at (e-mail address) if you need any additional information.

Thank you for your time.

Yours sincerely

Jane Brown

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