

finance administrator cover letter example

Ryan Brown

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Dear Sir/ Madam,

I was very interested in your role as a finance administrator, and would like to be considered.

I graduated from University in Finance, and have been working in this area ever since. I have obtained significant experience in a variety of different contexts. I therefore feel that I can adapt very easily to different situations

I am experienced with finance administration positions, as detailed by my CV. I thoroughly enjoy working in this area, and have always proved to be successful at it. I am organized and conscientious, and very accurate in the work that I do. I am able to use a wide variety of tools to assist me in work.

I take a solutions based approach and attempt to solve problems in the most effective way possible. I am a good communicator, and work well in a team environment. I am always able to prioritize and meet deadlines. I am very attracted to working for your company because of its high reputation and high profile clients. I would thoroughly enjoy working for your firm.

I attach my CV which details my education and experience, and I look forward to hearing from you.

Yours sincerely

Your name

Your Address

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