

January 1, 2008 ← Include the Date towards the beginning of the letter (align left)

Jane Smith  
123 Shady Lane  
Salem OR 97301 ← Include your name and address here

Jane Doe  
Hiring Director ← Include the recipient's name, title and company they work for.  
XYZ Corporation  
123 Corporate lane  
Salem, OR 97301

Dear Ms. Doe, ← Always have a salutation remark

I saw the Oregonian posting for the Financial Analysts position, and was excited by the prospects. I have always believed XYZ Corporation to be an impressive company with a great sense of responsibility and commitment to its clients. I would be thrilled to join the XYZ team, and I feel that I would be a great fit within your organization, let me tell you why: ← Always reiterate the position you are applying for!

*Your arguments for obtaining the position over another candidate's arg. are very important; be clear and concise!*

1. **Strong Analytical Understanding and Background** – While currently completing my MBA work, I am focusing on finance, accounting, and quantitative analysis. I have a background in mathematics from my undergraduate work, and have developed excellent analytical thinking skills. The job description cites that analytical skills and an ability to work with numbers are highly important in this position, and I have those needed skills.
2. **Good Communication and Writing Skills** – The job posting highlighted the need for the information garnered by this position to be shared across the Financial board. While financial analysis provides a lot of information, it is generally data intense and difficult to understand to the non-analyst. My ability to write and communicate effectively will allow me to present this information to the board, and in turn to the clients, in a more understandable way, which will save time in the explanations. I believe these skills will bring a necessary aspect to this position, and improve the quality of your services.
3. **I am a team player who loves new experiences** – A primary value of XYZ is listed as a commitment to team building, and creating a friendly environment to its employees and clients. I strive to work as part of a team where I can feel that my contributions are beneficial to all aspects of the company. I find I am more productive, and do a better quality of work when I know that my contributions are valuable, and that I am contributing to a greater whole. I would be an asset to XYZ that would integrate well into the team atmosphere, and become a strong resource to my coworkers.

I know that my unique talents and strategies would increase the productivity of XYZ Corporation, and would bring a new and exciting functionality to your financial analysis department. I would love to meet you in person and discuss the way I would fit into your organization and create an even stronger team. ←

*Restate your interest in the position*

Jane Smith  
503-555-2222 ← Close with your signature and contact information (optional)  
jsmith@willamette.edu