

Your cover letter heading should match the heading on your resume.

Your First and Last Name

Address

[Email](#) | Phone

Date

Employer Name

Address

City, State Zip Code

Dear Hiring Manager,

I am pleased to see your job posting for the entry-level position of Finance Analyst at Ford Motor Company. I am currently pursuing my Bachelor of Science in Business Administration degree from the Wayne State University Mike Ilitch School of Business majoring in Finance. With my exceptional analytical skills and passion for the financial market, I am confident in my ability to handle the responsibilities effectively and be a valuable asset to the finance team.

I am an excellent candidate for the Finance Analyst position, particularly because of the skills described below:

- Ability to accurately analyze financial data.
- Understanding of financial modeling and forecasting.
- Experience with cost benefit analysis, time-adjusted rate of return (TARR) analyses and budget management.
- Evaluate financial records, statements and profit plans.
- Proficient in Microsoft Office (i.e. Excel, Access, Word and PowerPoint).
- Organize and execute several successfully fundraising events as the Wayne State University Financial Management Association (FMA) Treasurer, raising over \$7,000 for club initiatives.

I believe that the combination of technical expertise and collaboration will enable me to contribute meaningfully to the success of Ford Motor Company and its clients. Thank you for taking the time to consider my application. I look forward to the opportunity to discuss my experiences, qualifications, and skills further and explore how I can contribute to the Ford Motor Company's team.

Sincerely,

Your First and Last Name