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[date]

Mary Jane Ledger
HR Manager
Bank & Butler Brokers
1532 Wall St
AUDITOWN NSW 2000

Dear Ms Ledger

Re: Corporate Finance Manager position

I am writing to apply for the position of Corporate Finance Manager, as advertised on *CareersThatCount.com*.

My extensive corporate finance experience has been well developed over the past 16 years in a career which has spanned a wide range of companies. I am currently the Finance Manager for the Australian division of Zefside Incorporated, a global mid-sized manufacturing company. This role requires me to prepare, analyse, verify and disseminate critical monthly and yearly financial reports, coupled with budgeting and forecasting responsibilities.

In my current and previous positions I have been involved in preparing the documentation for legislative and statutory returns, including income tax, FBT and BAS returns. I maintain the general ledger at Zefside Inc and am relied upon to convey essential financial data to all levels of management and external stakeholders, including advice on auditing processes and insurance coverage. I also have experience with mergers and acquisitions accounting.

A key skill I have acquired during my previous roles is the ability to successfully implement and manage new accounting systems and procedures. I enjoy the challenge of integrating a new system and working with the wider accounting team to ensure a smooth and productive workflow. I have a proactive management style with highly developed communication skills. I have frequently been required to manage a team under pressure and enable them to meet strict deadlines.

I am diligent in maintaining and updating my accounting and computing skills and last year undertook an applied tax course, in addition to a Diploma of Quality Auditing in 2010. I am very proficient with the essential computing programs such as Microsoft Excel, SAP, Oracle and Hyperion. I am also fully qualified as a Chartered Accountant, with ICA membership.

I will bring to your company not only my years of expert experience but also my personal drive for results and positive outcomes. I am prepared for the next challenge in my career and look forward to hearing from you.

Yours sincerely,

Nancy Fine