**FINANCE COVER LETTER**

September 1, 20XX

Thomas Lee

Director, Finance

ABC Investment Partners

123 Business Rd.

Business City, NY 54321

Dear Mr. Lee,

I am very interested in the entry-level position that is available at ABC Investment Partners. I recently graduated from XYZ University College and am actively seeking employment with firms in the San Francisco area. My courses in investments, finance, and business have given me a solid base upon which I plan to build my career.

During my college internships, I dealt with a variety of budgets and conducted market research while handling numerous administrative duties. The experience allowed me to learn important skills and to develop the confidence needed to succeed in a competitive environment.

I have enclosed my resume for your review. Thank you for your time and consideration.

It would be a pleasure to interview with you and I look forward to hearing from you soon.

Sincerely,

Ashley