**FINANCE COVER LETTER**

May 1, 20XX

Ivy Haddington
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Dear Sir,

My name is Taylor Leighton, and I’ve a Bachelor’s and a Master’s in Finance from Cornell University, New York. With this strong financial academic background and 3 years of experience in financial advising and analysis, I’m writing to express my interest in joining the team of financial analysts at Schlamberger & Claxton Associates as the Finance Stream Lead.

During my 3 years at AXA Financial, I was part of a team that managed the investments of approximately 50 HNI clients, with total AUM exceeding US$77 million and average annual GDC of US$400,000+. My role involved both analysis (forecasting) and advising, with a roughly 50:50 split. Based on my analysis for each client, my team and I developed financial strategies for the client, after which we either advised the client or acted on the strategies.

In my third year at AXA, I was also responsible for mentoring and overseeing the work of 2 junior analysts. Their onboarding and continued success validate my managerial abilities, which I hope to put to excellent use at your firm.

Most of my analysis at AXA was performed on their proprietary software packages, in conjunction with Excel and SQL. Because I understand the fundamentals of financial analysis, my skills are very transferable, and I can adapt easily to the software environment at Schlamberger & Claxton Associates with little or no training.

Given that your client base is very similar to the one I have extensive experience with, I am confident that I can lead your team seamlessly, right from day 1. I’d love to talk about my experience with my existing clients and the value that I bring to your organization. I’m available for an interview all of next week. Please let me know when we can meet.

Sincerely,

Taylor Leighton