**FINANCE COVER LETTER**

Dear Ms. Manchester,

I am writing to apply for the Financial Officer position with Drake Corporation. I am a professional with over 10 years of experience in the business and finance sectors. In my current position as Financial Officer for Citywide Drilling I monitor financial records for accuracy optimize financial practices for maximum profit and maintain documentation.

I am highly organized detail oriented and thorough qualities that lend themselves well to keeping accurate financial records. I am familiar with office and accounting software and my computer skills are proficient. I know the ins and outs of accounting finance management and finance law. My expert knowledge has earned me accolades from former employments and clients for saving them money time and frustration. I would love to bring this level of professionalism and expertise to the
Financial Officer position at Drake Corporation.

I am confident you’ll find me to be the ideal candidate to be your next Financial Officer and look forward to speaking with you in person about my further qualifications. Please contact me by phone or email to arrange an interview.

Thank you in advance for your time and consideration.

Regards,

Jamya Patrick