**BUDGET ANALYST RESUME COVER LETTER**

Hector Silva

**[Insert Date]**

Dear Hiring Manager,

I am happy to submit my application for the Budget Analyst position that is now available at Centurion Medical. As a financial expert who has extensive experience with departmental and master budgets for large corporations, I believe that my skills would be very applicable to this role. I am also familiar with the type of work performed by Centurion Medical, which has been recognized as one of the most community-friendly organizations. I would love to join your operation.

While working at my previous role with Innovation Advertising, I was the leading budget analyst for nine different departments. That position allowed me to have an outstanding overview of the entire budgeting process, helping everyone from entry-level workers to authoritative figures such as the CFO and senior managers. I consistently coordinated all budgets to ensure that they meet the underlying financial objectives of the entity. My work demanded constant communication with employees across the board as I helped to keep all budgets within 2% of the proposed margins.

I graduated with a master's degree in finance from Clearwater University and have multiple professional certifications. I have been fortunate enough to work with some of the most prosperous budget analysts in our region and learn the ins and outs of the profession directly from them. My prior accomplishments further include over $200,000 in average savings for every company that I worked for as well as successful implementation of 98% of new budgeting systems.

Thank you for taking the time to consider my application. I am also happy to present my personal goals of serving the community by facilitating smooth corporate operations that lead to more cohesion between entities and their clienteles.

Best Regards,

Hector Silva