**Jane Smith**123 Home Street | Lancaster, NY 14086. 555.555.5555 | [jane.smith@email.com](mailto:jane.smith@email.com)

January 27, 2018

Michelle Dalton  
Hiring Manager  
Brickman, Inc.  
234 1st Street  
Colden, NY 14033

Dear Ms. Dalton:

As an accomplished data analyst, I am experienced with generating timely, accurate, and comprehensive analyses of client financials and the efficiency of company financial operations. I would like to bring my collective experience and success to the financial analyst position you are currently advertising, specifically contributing the following to Brickman, Inc.:

* Aptitude for preparing financial reports, tables, and charts that clarify analysis results for clients and company personnel.
* Proficiency in identifying and eliminating operational issues and time constraints that may skew analysis findings.
* Ability to conduct thorough analyses of accounts, highlighting client progress towards investment goals.

Since 2014, I have led or aided in the analysis of client financials and company operations to ensure records are continually updated and accurate while also ensuring that accounting protocols and state/federal regulations are followed. In my recent capacity as a junior auditor for Billings Financial, I have also conducted analyses of and reported on company performance in relation to historical and forecasted results, leading to the identification of operational deficiencies. As your financial analyst position requires expertise similar to mine, I believe I would serve Brickman, Inc. well in this role.

I would appreciate an opportunity to meet with you to further discuss my data analysis experience at your earliest convenience. I may be reached at 555.555.5555 or via email at jane.smith@email.com. Thank you for your time and consideration.

Sincerely,  
Jane Smith