

John
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Chief Financial Officer, CFO

DRIVING FINANCIAL PERFORMANCE, REGULATORY COMPLIANCE, AND TEAM EFFECTIVENESS

May 05th, 2021

Mr. (Ms.) _____
(Company)
(Address 1)
(Address 2)

DEAR MR. (MS.)_____

As a finance and accounting executive with over 12 years of experience, I am confident I possess the skills and qualities you seek for the Chief Financial Officer position. My expertise in corporate finance, accounting, team leadership, and continuous improvement makes me an ideal candidate. Please allow me to highlight my qualifications.

FINANCE – Over the course of my career, I have developed a robust portfolio of success stories in optimizing financial performance, finance and accounting operations, and regulatory compliance. For example, as the Interim CFO at State Employee Credit Union, I have maintained a **history of unmodified external audit opinions, accelerated financial and accounting processes** through automation, and **enhanced board members understanding of financial performance** by revamping presentations. Earlier experience includes conducting **due diligence on a major acquisition target** at Houston Wire & Cable Company and deploying digital solutions to **transform efficiency**.

LEADERSHIP – Adept at synergizing teams, I **set the vision for excellence and build team alignment** while ensuring that members have the information, support, and tools necessary for success. I **boosted morale** at State Employee Credit Union after the CFO left, delivering **100% employee retention** by initiating and maintaining open communication to discuss and manage the leadership transition.

EDUCATION – I am a **CPA** and have **Master's and Bachelor's degrees in Accounting** from the University of Houston.

These are only a few of the ways I have achieved results, and you can rest assured I would bring this same strategic focus, strong business acumen, and leadership to the CFO role. I would welcome the opportunity to meet with you to discuss further your needs and my qualifications. I look forward to hearing from you.

Sincerely,

John Smith