Dear Hiring Executive,

This is to express my interest in the **Business Manager** position for XYZ CORPORATION as posted on the LinkedIn Jobs site.

As a detail-oriented, outgoing financial professional, I am excited about the benefits that my experience and skills can bring to this opportunity. Highlights of my professional skills that may be of particular interest to you include the following:

* Over five years of financial reporting and analysis experience as a Senior Project Controller at Deloitte.
* Former Director of Financial Reporting and Analysis at FORMER COMPANY.
* Expertise in accounting (GAAP), invoicing, reconciliations, budgeting and forecasting.
* Trusted business partner providing financial support for all levels of management including senior management, regional directors and managers in various functional areas (Finance, Sales, Marketing, Merchandising, Customer Service and Operations).
* Excellent listening skills to effectively understand the various business needs and issues.

In addition to my financial background I also offer a strong work ethic, professionalism, team spirit, respect for others, a drive for excellence and passion about my work.

Thank you so much for your consideration and I look forward to hearing from you.

Sincerely,  
YOUR NAME