

Xxx Xxxx Xxxxxx

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March 31, 20XX

Ms. Xxxxx Qxxxx
Recruiting Manager
U.S Navy International Programs Office
0000 S. Clark Street, Suite 0000
Arlington, VA 22202

Dear Ms. Qxxx:

I would like to apply for the Financial Management Analyst position (Vacancy ID#: 246800) that was recently advertised by my school (Salisbury University)'s Career Services. With my undergraduate training in business, economics and accounting, and my internship experience at the Salisbury Area Chamber of Commerce, I believe that I could make a valuable contribution to the U.S Navy International Programs Office in this position.

In May, I will complete my Bachelor of Science in Business Administration with a major in Economics, and a minor in Accounting from Salisbury University. As part of the requirement for this degree, I am interning approximately 10 hours per week at the Salisbury Area Chamber of Commerce, where I am gaining experience in creating and reconciling accounts receivables and payables. I also gather nonsensitive information and assist customers in person and by telephone. Furthermore, I have strengthened my analytical ability through diligent study of related coursework, including financial and strategic management, business law, financial and managerial accounting, international economics, and accounting information systems.

In addition to quality academic training and related internship, my experience also includes having an international background. I was born and raised in Nigeria and have been living in the U.S with my family for eight years. Because of my diverse background, I have mastered the ability to adapt to new environments and get along with people of varying cultural backgrounds very well. My ability to work independently and with others is also reflected in my attitude. During several team projects in college, I have eased tension and improved team morale by demonstrating empathy and maintaining a positive outlook. My strong interpersonal skills, rigorous academic training, and internship experience, make me a good match for the financial management analyst position advertised.

I am excited about the opportunity to work for the U.S Navy International Programs Office. I look forward to meeting with you to further discuss my skills and qualifications. I will contact you in the next week to ten days to answer any questions that you may have. Thank you for your consideration.

Sincerely,

Xxxxxx Axxxxe Xxxxxxx