**Your Name**

000.000.0000 🞟 your.email@email.com 🞟 LinkedIn profile URL (optional)

September 3, 2021

Department of Health and Social Services (DSHS)  
Attn: John Smith, HR Manager   
Re: Financial Service Specialist 1

Dear [Name Here],

Your recent advertisement for the Financial Services Specialist position immediately captured my interest. I am confident that my professional experience provides me with the capabilities to successfully fulfill this position. Accordingly, I have enclosed my resume for your consideration.

Key points that are relevant to this opportunity include:

|  |  |
| --- | --- |
| **Job Requirements** | **My Qualifications** |
| Minimum 2 years of experience in Customer Service field. | 10+ years of successful experience in Customer Service field. |
| Expertise in financial accounting, money management, and investment strategies | BS degree with major in Finance/Economics; highly experienced in money management |
| Proficient in MS Word, Excel and Outlook | Advance level proficiency in MS Office Suite (Word, Excel, Power Point, and Outlook) |
| Ability to develop a good relationship with new clients | Proven ability to attract new clients, provide a high-level customer service and build influencing relationships. |

My experience along with my professional skills and personal abilities show my willingness to learn and adapt as needed. I am a very responsible, reliable and goal-oriented person. I am focused on getting results in a timely manner in order to meet established deadlines. I have very strong analytical, research and problem-solving skills. I’m highly productive with minimal guidance or supervision.

I am very excited about working as a Financial Service Specialist with DSHS. I am not looking just for a job; I am looking for a career with DSHS. I am confident I have all professional skills and personal abilities to succeed in this position and provide excellent results. I would appreciate an opportunity to further discuss your needs, my qualifications and all the benefits I can bring with me into your company.

Sincerely,

[your name here]

Attachment: Resume