

# Martha Phillips

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**Robert Getz**

**UC Irvine**

**123 Your Street,**

**Houston, TX 12345**

**(123) 456-7890**

**example@youremail.com**

[month, day, year]

Dear Mr. Getz,

I've accumulated over 10 years of experience as a finance manager, and I was recently promoted to financial controller after earning my CFA at Johns Hopkins University. I'm excited to partner with UC Irvine as a finance manager and put my skills to great use.

The University of California, Irvine's excellence and top-ranking reputation are the main reasons I want this finance manager role. I strive for excellence in my work, and I can bring success to the school's financial department.

Over the years, I've focused on developing and furthering my knowledge and ability as a financial professional. Here are only a few examples of what I have achieved:

- Developed and managed a team of 10 financial analysts to build financial models, create reports, and analyze data
- Earned my CFA certification
- Forecasted detailed benefits and salary plans, resulting in an annual savings of over \$15,000

I want to move forward and set up an interview with you to talk about how my extensive experience and achievements can further UCI's reputation of excellence. Don't hesitate to get in touch with me with a time that works best with your schedule.

Best regards,

Martha Phillips

