

**Sample 7: Replying to an advertised job - Financial Services**

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March 2, 1999

Attn: Jennifer South  
Human Resources Manager  
Childrens Hospital Westmead  
PO Box 3333  
WESTMEAD NSW 2444

Dear Ms South,

**Re: Financial Services Manager**

The Financial Services Manager position, advertised in the Sydney Morning Herald on 23/12/01, caught my attention as it involves the challenge of improving financial reporting procedures company wide and the application of specialist management and taxation accounting knowledge. I have been seeking just such an opportunity as this, and I think my background in Financial Services would complement your requirements very well. My C.V. is enclosed for your review.

Of particular interest for you and the members of your team are my strong accomplishments in:

- reorganising accounting and invoicing functions to achieve improved operating efficiency.
- improving cash flow for the institution as a whole.
- reducing outstanding invoices.

Examples of specific achievements are:

- reduced the average turnaround time for invoices from 32 to 24 days.
- reduced casual staff hours from 56 to 41 per month with concurrent decrease in training hours required.
- reduced client complaints with simultaneous increase in revenue collected.
- improved cash flow by \$1.2 million per month.

My contributions to the department in my current role have been achieved by improving information flow, increasing the efficiency of our internal processes and procedures, and improving cooperation between our department and the departments with which we interact. After five years in my current role, I have a thorough understanding of every aspect of this function. Although my current employer is very happy with my performance, I am seeking new challenges and the opportunity to develop my skills in a management role.

If you are seeking a Financial Manager who stays abreast of her field, who understands a range of financial systems, who is an enthusiastic team member and who is committed to achieving organisation-wide success, then please consider what I have to offer. I would be happy to have a preliminary discussion with you or members of your committee to discuss the requirements of the position. I will call you within the week to answer any initial questions you may have and to provide any further documentation you may require.

Thank you for your consideration of my application. I look forward to exploring this opportunity further.

Yours sincerely,

Jill West