

XXXXXXXXXXXXXXXXXXXXX  
**Contact:** +XXXXXXXXXXXX ~ **E-Mail:** XXXXXXXXXXXX

Date (*mention date of application; e.g.; 12<sup>th</sup> July 2014*)  
Contact Name (*mention name of the person this CL is addressed to*)  
Company Name & Address (*mention name & address of the target company*)

Dear Mr. / Mrs. / Ms. XXX (*mention the last name*)

I am writing to apply for the position of XXX (*mention position*), as advertised on XXX (*mention the source; e.g.; name of the newspaper, website or a mailer*). I bring to the table **over 18 years** of experience in **Strategic Financial Planning & Management Accounting, Product Costing and Banking Operations at multi-cultural environment**.

Throughout my career, I have utilised my leadership, planning and financial skills to consistently increase revenue, reduce cost and drive financial and operational deliverables. I am currently the **Commercial Manager** at XXXXXXXXXX. In my current role, I lead Accounts & Finance, Auditing, Commercial functions including Purchase and EDP.

While my resume is attached for your perusal, a list of accomplishments indicative of my experience includes:

- Successfully reduced yearly purchasing cost around xx% against the year xxxx
- Merit of establishing product mix and pricing strategy to attain sale of monthly \$3 Million
- Pivotal in realizing INR xxx Crores of cost savings in xxxx

My success is due to my ability to establish consistent and appropriate business practices, and build employee morale towards ensuring a balanced portfolio and financial well-being. I am focused on values, corporate objectives and strategic planning to directly impact success, growth and profit of the business.

I now welcome the opportunity to explore my potential contributions to your organisation and look forward to hearing from you.

Thank you for your time and consideration.

Best Regards,

XXXXXXXXXXXX  
Enclosure: Resume