

**ORLANDO G. RODRIGUEZ**

555.555.5555 ■ YourEmail@gmail.com

Date

RE: Financial Analyst Opportunity ID: 45187765

Dear Hiring Manager:

Because of my family's relocation, I am currently seeking an opportunity to use my Financial Analyst skill set with an international organization located in the Chicago area. Your advertisement listed the following requirements, which I believe I directly meet:

Five Plus Years Related Experience

- 15 years of progressive financial analysis and accounting experience in small- to medium-sized companies, with strong record of budget reductions in the range of 2–10% annually

SAP-Related Experience

- Installation and financial software experience with PeopleSoft, Oracle, Hyperion, Microsoft Excel and Word, as well as numerous budgeting and financial reporting software packages

Bachelor's Degree in Accounting or Finance

- University of Illinois, Chicago, Illinois, BS Accounting, 1997

Global Accounting or Finance Experience

- Extensive knowledge of accounting practices in the United States, Mexico, Central and South America.
- Professional level Spanish, Portuguese and English fluencies.

In addition, I have been recognized in multiple performance reviews for creating positive relationships within the Accounting team as well as across the departments we serve.

Thank you for considering my resume. I look forward to hearing from you.

Sincerely,

Orlando G. Rodriguez