

# Cover letter example

Application for the position as Business Controller with the Kibok Group

## **Controller clued up on managerial economics, with a flair for process optimisation**

I am keen to contribute to boosting the growth of an export company such as Kibok Group, which, over the years, has gained a robust position on the market based on expertise and sustained development. It would be motivating for me to be part of an international work setting with an open-minded culture and focus on growth. As Business Controller, I am capable of creating efficient processes and accomplishing keen financial control for retaining the Kibok Group's market lead. Above all, I have the following experience and expertise to offer:

- 7 years' experience of managerial economics controlling and business development for export companies
- Project management experience from implementing countless IT systems
- SAP superuser skills

## **Tried-and-tested expertise in controlling and managerial economics**

In the position as Business Controller with the Kibok Group, I would be able to contribute my assured and reliable experience of controlling. As a former finance department employee, I am fully familiar with monthly follow-up and reporting, and the preparation of interim and annual financial statements. With this background, I would bring to the position the necessary understanding of the precision and energy called for in these periods, and for streamlining processes for customers and colleagues alike. In addition, I would apply my experience in and knowledge of budget-laying processes and forecasting. I am aware of the degree of detailed insight entailed in discharging these remits, and would therefore be able to supervise the updating and reconciliation of data between systems.

## **Flair for IT, excellent analytical skills and adept at developing business workflows**

With the Kibok Group I would be able to engage actively in optimising business workflows and procedures. To that end, I would be well-served by my business acumen and my experience of optimising business workflows through enhanced utilisation of existing initiatives to maximise the use of IT and other systems. By virtue of my systematic approach, in working for the Kibok Group, I would be able to engage proactively in implementing solutions, and would be aware of the need to balance expectations on an ongoing basis in order to assure positive outcomes. My analytical skills and advanced numeracy ensure that I am adept at spotting streamlining potentials and hence at identifying more efficient solutions. With me in the position as Business Controller, the Kibok Group stands to gain an employee who with an eye on business needs and insight into financial concerns will be perfectly placed to optimise internal workflows.

## **Progress-oriented team player with verve and a can-do mindset**

My colleagues describe me as obliging and service-oriented, both of which derive from my ability to build trust and foster productive relationships across the organisation and its disciplines. By choosing me, you will be gaining an employee who sets great store by a sociable co-worker climate, and who appreciates excellent sparring opportunities with colleagues. I am known as the one who pulls it all together and takes the initiative for a concerted team effort; this being a priority for me in accomplishing both internal and external projects.

I hope that my application and enclosed CV meet with your interest and that you would like to see me for an in-depth interview.

Yours sincerely  
XXXXXX XXXXXX

E-mail: xxxxxxxx Tel.: xxxxxxxx

A great caption homes in on how your skills match the company's needs.

In the first section, the aim is to describe your motivation to apply for the given position in a given department/division. You should also explain what you in particular would bring to the company. This is where your research into the job and the company comes into play. You might like to round off the first section with a bulleted list of your most relevant skills and experience for the position.

Using subheadings makes the layout more intuitive, and makes it easier for an employer to scan your application.

In the two mid-sections of your application, you should describe what you would bring to this position. Address the remits that come with the job and be specific about how your skills and experience would be assets to the company. Try to support your statements with reference to previous experience. Mention only achievements that are relevant to this particular position and its specific remits. Project yourself into the position, e.g. by choosing me for the position as Business Controller, you stand to gain. Write prospectively and with the reader in mind so your potential employer gains an impression of you on-the-job and is convinced that you will genuinely be an asset.

In the last section of the application, describe what they gain from you as a colleague.