

Mark Tomlinson

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Mathew Gordon
Hiring Manager
Dayjob Ltd
120 Vyse Street
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Dear Mr Gordon

Further to your recent advertisement for the position of Graduate Financial Advisor on www.dayjob.com, I would like to be considered for this vacancy and enclose my CV for your review.

I recently graduated with honours in Accounting & Finance from the University of Liverpool. Whilst studying there I also worked part time as an Office Assistant with a mortgage company, where I gained valuable knowledge providing tailored financial advice, products and services to clients in the medical, dental, legal and teaching professions. This combination of working whilst studying has given me both the theoretical and practical knowledge needed to hit the ground running in any future position I take up. I now have a wide breadth of experience of the type that gives potential employers the flexibility to place me in a broad range of demanding situations, with the confidence that I will undertake my duties professionally and effectively.

As the position with you is predominantly in financial advising, I am confident that I can make a substantial contribution to your company. I work well under pressure, am reliable and carry out tasks in a thorough, precise manner. Some of the key strengths I can offer you include:

- Excellent communication skills both over the phone & face to face.
- Identifying and implementing strategies to meet objectives.
- An understanding of the regulatory, financial & risk contexts in which financial advisors operate.
- Drive and determination to exceed set targets.

While it is early in my financial career, you will find that I exhibit a powerful combination of proven ability, expertise, solid communication skills, and extensive hands on experience. I would also like to state that I have researched your company thoroughly and was greatly impressed by its reputation not only amongst your competitors but also with your customers.

I look forward to the opportunity to meet with you to learn more about your firm, its plans and goals, and how I might contribute to its continued success.

Yours sincerely

Mark Tomlinson