

# DIANA CHAN

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Dear Mr. XXX,

## **Application for the Position of Finance Manager**

I'm writing to apply to the **Finance Manager** position open at your firm. With over 8 years of experience both as finance manager at GE Capital and an auditor at KPMG, I'm confident of excelling at the role open at your organisation.

Having come from an audit background, I possess a unique ability in seeing both sides of the (accounting) table. This enables me to better spot control weaknesses, implement new best practices and install processes for continued smooth operations.

Here is a brief history of my work experiences:

- In my last role as Finance Manager with GE Capital, I oversaw accounts for the leading commercial loans, leases and middle market finance solutions provider. Along with a team of 4, we managed over 2 billion USD in accounts. A key facet of my job was ensuring all reporting were as per US GAAP and SOX 404 requirements.
- In my previous role as **Senior Auditor for KPMG**, I worked with a broad range of clients in the finance industry. Here, I analysed accounts, identified regulatory violations and worked with client management teams to devise strategies to ensure compliance moving forward.

Since 2012, I've been on sabbatical attending to my newly born twins. I felt it was necessary to be there for them during their formative years. Now that they're all grown up, I feel rejuvenated and eager to re-enter the job market. I'm aware that I've been away for a long period of time, hence my desire to enter at a more junior role, to ease myself back into the workforce. Rest assured, I'm not looking for an easy ride, I'm keen to maximise my talents and apply myself fully at your organisation.

I look forward for an opportunity to meet and discuss further. Thank you for your time in considering my application.

Yours sincerely,

***Diana Chan***