**Kaneta Metha-itti**

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**Dear Hiring Manager:**

I am writing to express my interest in the opportunity position advertised as being open at this time with your company.

I am an experienced Controller/ CFO and a Financial Management professional who is skilled in developing and maintaining Financial modules as well as directing business departments.

My past achievements include producing more than $100 million in investment revenue in one year for corporate and private clients. Now I would like to bring my experience and expertise to you and your company.

My background in financial analysis which has provided me with successful company acquisition and growth.

I have excellent communication skills which is necessary to succeed in this highly competitive field. I am able to establish rapport with all levels of clients, from private individuals and executives to corporate boards, and I have a history of building successful relationships at every position I have held. I am adept at locating and developing new accounts, and designing and implementing business strategies and procedures. I am able to prepare and deliver presentations and seminars, and am skilled in numerous financial analysis techniques.

In addition to my client management and marketing abilities I am also experienced in training and mentoring employees. I am a team player, highly organized and able to handle multiple tasks simultaneously.

I enjoyed handling financial issues for growing companies and am particularly interested in ventured-backed opportunities.

I am looking for a more bigger challenges in financial operations and ready to step up as a business partner in my next employer.

Enclosed my résumé will serve to provide you with greater details of my background and what I have to offer.

I will call your office a few days to inquire the possibility of a meeting.

Thank you for time and consideration.

Sincerely yours,

Kaneta Metha-itti