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TOOLS FOR TRANSITION SAMPLE COVER LETTER

June 30, 2020

Confidential Executive Recruiters
New York, NY 10036

RE: *Confidential Symphony* - Chief Financial Officer

I would like to present my attached resume in response to your posting for a Chief Financial Officer (CFO) with the *Confidential Symphony*. I am a finance professional with an CPA, MBA, EA, and more than a decade of executive finance and operations experience in four nonprofit organizations. In my current role of Chief Financial Officer and Controller with the Alumni Association of a *Confidential* University, I provide oversight for all aspects of finance management and leadership.

As illustrated in my resume, my experience as CFO started in 2008 at *Confidential*, a non-governmental organization. During the past eleven years, I've served as a finance executive with hand-on experience in:

- | | | | |
|--------------------|-------------------|-------------------------|-------------------------------|
| - memberships | - scholarships | - endowments | - pension & retirement plans |
| - bond liabilities | - investments | - budgets & forecast | - grants, donations, bequests |
| - earned revenue | - audit and tax | - risk mitigation | - contract negotiations |
| - team leadership | - human resources | - compliance & policies | - information technology |

I believe my professional education and training earned from achieving the CPA, MBA and EA, along with my extensive experience as a nonprofit finance leader, have prepared me to be successful as the CFO for the *Confidential Symphony*.

Being part of the *Confidential Symphony* is congruent with my career purpose. In the current situation of our society, people's tolerance in our differences in origin, interest, and culture is low. Fine art such as music can be the solution, and the appreciation of beautiful music unites the differences in people. The world will be a better place if more people understand the power of music. I am especially thankful that *Confidential* University is actively engaging the youth and children in the Bay Area.

On a personal note, music was an important part of my life as a child. I started playing the piano when I was four years old. I played in the high school orchestra, which I loved!

I look forward to speaking with you more about my qualifications. Thank you in advance for your time and consideration.

Sincerely,

Jane Doe, CPA, MBA, EA