

MICHAEL J. KEATON

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Company Name

Contact Name

Title

Address

City, State, Zip Code

Dear Human Resources Professional:

I am writing to express my interest in your current job opportunity as a Finance Manager. Please allow me to submit my résumé for your review. Having served in some capacity as a Finance and Credit Manager for over 20 years, I am confident that I can make a valuable contribution to your organization's future needs.

I am experienced in all areas of the retail and commercial automobile dealership business, including lease financing and new car sales. I have extensive knowledge of consumer credit processes and guidelines, for both prime and sub-prime borrowers. I can easily manage the credit application process, including the processing of difficult loan documentation. I am also experienced in sales of Accident Health Credit Life Insurance and other associated after-market products. I am proficient in handling all types of warranty and incentive programs. I communicate effectively with people over the phone and email, often in stressful situations. I have a proven ability to understand financial statements and the asset management process.

I worked over 20 years at various new car dealerships as a Business and Finance Manager. During this time, I reviewed and evaluated customer credit applications for purchase and lease financing. I also assisted in the collection of delinquent service invoices and NFS checks. In addition, I oversaw various special finance departments.

My résumé contains additional details regarding my business management and finance work experience. I would welcome an opportunity for a personal interview to discuss your organization's needs and the results you can expect from me in addressing those needs. And I thank you in advance for your time and review of my qualifications.

Sincerely,

Michael J. Keaton
Enclosure