

## SARAH R. LEE

33 University Ave., Berkley, CA 94720 | 650.123.1234  
[www.linkedin.com/in/srlee](http://www.linkedin.com/in/srlee) | [srlee@mail.sfsu.edu](mailto:srlee@mail.sfsu.edu)

---

May 12<sup>th</sup>, 2018

Ms. Patricia Carey  
Director, Human Resources  
Facebook  
MPK 20,  
Menlo Park, CA 94025

Dear Ms. Carey:

I am writing to apply for the position of Finance Operations Analyst (91212) listed on Handshake at San Francisco State University. As a college graduate with a strong background in finance and expertise in financial analysis, I believe I am a strong candidate for the position.

With my current job at Washington Capital, I believe I have developed great skills when it comes to financial reporting and developing metrics that surface detailed insights from a huge set of database. This experience has built my interest towards technology and towards developing financial models as required by this position at Facebook. I have great knowledge of Excel and Tableau. Along with these skills and passion for the industry, I believe I can make a remarkable contribution to the winning team at Facebook.

An organization that is one of the biggest social networking platforms, connecting people across the continents requires a strong financial structure to survive and grow. With my experience in financial analysis and my inclinations towards the tech industry and financial modeling, I believe I can be an asset to the team. I am particularly excited to be applying for this position in hopes that I may have the opportunity to contribute to such a reputable team in creating and providing great insights for decision-making.

I have attached my resume and I look forward to discussing how my background and qualifications will be beneficial for this role. Thank you for your consideration of my applications.

Sincerely,

Sarah R. Lee