[Company Name]  
[Address]

Subject: Looking for job position as [X]  
  
Dear Sir,

My name is Paul Adams, and I am sending you this email because I have come to know that there is a job opening for assistant manager finance in your company. I have done a master’s in business administration and I feel much more confident in assuming this charge which also suits best my analytical and professional skills. You know that I have assumed the same rule in your company for more than five years and I had to leave the company for some personal reasons, but I think that I fine-tuned and able enough to deal with your daily financial matters.

The time since I resigned from [COMPANY], I spent more than three years in various organizations while working on various positions and during this course of time, I have groomed myself in the field of financial administration. Now, I am keen to find my way back into your company. With my exceptional and top-notched skills, I know your business requirements very well. I have refined my skills in the best way, and I am sure to bring an element of innovativeness in your business to develop and explore it across the country.

Although I know that somewhere in your mind, this might be prevailing that I left your company, but I was forced to resign owing to some unavoidable circumstances. Now, since this job is opened in your company, I assure you that by keeping the organizational goals in my mind, I can contribute my best towards its well-being. Waiting for your positive reply in this regard.

Sincerely,

Johnson