Dear Hiring Manager,

I am writing to you with interest in the position of Financial Analyst within your company. I discovered this position while career searching on the Kelley Careers site through IUPUI.

My qualifications for this position stem from my recent graduation from IUPUI with a bachelor’s degree in accounting and finance. I’ve worked for the same financial institution for the past six years as an account service representative/loan officer in which I deal in consumer and business lending as well as account maintenance and risk management. My experiences working for a financial institution have directed my professional career on the path of obtaining my CPA in the near future. I am currently seeking a career that allows for more hands-on experience in financial reporting, ratio analysis, stocks, bonds, and securities so that I may strengthen my working knowledge of GAAP, stock market analysis, and ratio analysis.

I believe my 12 years of customer service experience as well as my working knowledge of account maintenance and risk management software makes me a qualified candidate for this position. I look forward to hearing from you in regards to this position. You can contact me at any time via my cell: 317-459-3648, or my email: [jdhurley07@yahoo.com](mailto:jdhurley07@yahoo.com). My resume also includes my contact information as well as a list of references. I will be following up with my application within the next 10 business days.

Thank you for your time and consideration.

Sincerely,

Joshua Hurley

**Joshua Hurley**

6440 Whitaker Farms Dr.

Indianapolis, IN 46237

Jdhurley07@yahoo.com

317-459-3648

**Qualification Highlights**

* Accomplished team player with excellent interpersonal skills
* Proven track record to manage multiple projects simultaneously ranging from high level strategy down to delivering on more granular task work
* Ability to handle stressful client facing problems while exceeding expectations
* Build and foster strong interdepartmental business relations conducive to exceptional levels of communication and productivity
* Created detailed requirements, analysis, resourcing strategies and reporting solutions based on intricate data for borrowers, loan officers, and underwriters

**Education**

**Indiana University, Indianapolis**, **Kelley School of Business**

Bachelor of Science in Business

Dual Majors in Accounting and Finance

**GPA:** 3.380 Graduated: 8/11/2014

**Work Experience**

***Account Service Representative/Loan Officer*** (1/2013 – Present)

**Indiana Members Credit Union**, Indianapolis, IN

* Maintain responsibility for processing loan applications, including reviewing application documents for completion and accuracy, verifying income, employment history and credit report analysis
* Liaison between borrowers, loan officers, and underwriters to increase efficiency of communications and processing times
* Establish and maintain members’ accounts, including retirement accounts, HSA accounts, business accounts, and various loan products
* Operated various accounting and lending software programs relevant to financial institution daily operations, including three separate conversions into latest software

***Assistant Teller Supervisor*** (1/2009 – 1/2013)

**Indiana Members Credit Union**, Indianapolis, IN

* Provided excellent member services and exceeded member satisfaction
* Managed cash vault balance of $500k on a daily basis, including ordering money, balancing teller drawers and branch totals, and ensuring financial regulations with staff
* Supervised a staff of six employees, including scheduling, employee reviews, payroll software, and HR logistics
* Facilitated training for new employees as well as training as new policies or procedures were implemented by management

***Server/Trainer*** (7/2004 – 1/2009)

**Bob Evans**, Indianapolis, IN

* Resourced orders to meet customers’ needs in the restaurant
* Served as host and cashier or within the kitchen staff as needed in emergency situations
* Supervised a wait staff of 6-8 personnel
* Trained new employees on current restaurant system, menu selections, and company culture

***Server/Trainer*** (8/2007 – 1/2009)

**Carrabbas Italian Grill**, Indianapolis, IN

* Resourced orders to meet customers’ needs in the restaurant
* Managed monthly inventory as well as appropriate intake levels of alcohol and wine for business operations
* Supervised a wait staff of 8-12 personnel
* Trained employees on multiple restaurant systems, including Aloha, Aspen Systems, and Aldelo

**Volunteer Experience**

***Indy Backpack Attack*,** Indianapolis, IN (1/2009 – Present)

* Volunteered during fundraising and backpack attack stuffing and distribution
* Collected various school supplies from local organizations

***School 44***, Indianapolis, IN (1/2009 – Present)

* Collected various food donations for School 44’s food pantry
* Volunteered during uniform distribution day where each child’s feet were bathed and dressed with brand new socks and shoes

**Joshua Hurley**

6440 Whitaker Farms Dr.

Indianapolis, IN 46237

Jdhurley07@yahoo.com

317-459-3648

**References**

Ruth Carey

Accounting Manager

***Indiana Members Credit Union***

5103 Madison Ave.

Indianapolis, IN 46227

Phone: 317-554-8114

Fax: 317-554-8214

[ruthc@imcu.com](mailto:ruthc@imcu.com)

Todd Habig

Senior VP of Finance

***Indiana Members Credit Union***

5103 Madison Ave.

Indianapolis, IN 46227

Phone: 317-554-8113

Fax: 317-554-8213

[thabig@imcu.com](mailto:thabig@imcu.com)

Darlene Hayden

Stop 11 Branch Manager, NMLS ID# 476540

***Indiana Members Credit Union***

5940 E Stop 11 Road

Indianapolis, IN 46237

Phone: 317-887-0686

Fax: 317-887-0156

[Dhayden@imcu.com](mailto:Dhayden@imcu.com)