

# Jordan Mitchell

January 16, 2026

Acme Corporation

RE: Auditor

Dear Hiring Manager,

I am excited to apply for the Auditor position at Acme Corporation, as advertised on LinkedIn. With a strong background in financial auditing and a commitment to ensuring compliance and accuracy, I am eager to bring my expertise to your esteemed organization. I have long admired Acme Corporation for its dedication to integrity and innovation in the industry, and I am enthusiastic about the opportunity to contribute to your team.

In my most recent role as a Senior Auditor at XYZ Financial Services, I successfully led an audit team that identified over \$1 million in cost savings through process improvements and enhanced internal controls. By implementing a new risk assessment methodology, we reduced the time spent on audits by 20%, enabling the team to focus on higher-risk areas and providing more strategic insights to management. Additionally, I played a critical role in preparing and presenting audit findings to senior leadership, which facilitated informed decision-making and strengthened the company's financial governance.

Furthermore, I hold a Certified Public Accountant (CPA) designation and have continuously sought to expand my knowledge in auditing standards and regulations. I completed a comprehensive audit of a multinational client's financial statements, which not only met all compliance requirements but also received commendations from the external review team for its thoroughness and clarity. I believe these experiences have equipped me with the skills necessary to excel as an Auditor at Acme Corporation.

I am very interested in the possibility of discussing how my background, skills, and enthusiasms can align with the goals of Acme Corporation. Thank you for considering my application. I look forward to the opportunity to speak with you further about my qualifications.

Sincerely,

Jordan Mitchell