

Jordan M. Carter

January 16, 2026

Acme Corporation
RE: Budget Analyst

Dear Hiring Manager,

I am writing to express my enthusiasm for the Budget Analyst position at Acme Corporation, which I discovered on LinkedIn. With a strong background in financial analysis and budget management, I am excited about the opportunity to contribute to your team and help optimize financial strategies for your organization.

In my previous role as a Budget Analyst at XYZ Industries, I successfully led the annual budgeting process for a portfolio valued at over \$50 million. By implementing a new forecasting model, I was able to reduce budget variances by 15% over two fiscal years. This not only improved financial accuracy but also facilitated better decision-making across departments. Additionally, I collaborated with cross-functional teams to analyze spending patterns and identify cost-saving opportunities, resulting in a \$1.2 million reduction in operational expenses without compromising service quality.

I am particularly drawn to Acme Corporation's commitment to innovation and efficiency. I am eager to bring my expertise in data analysis and strategic planning to your team, ensuring that resources are allocated effectively to support your business goals. I am confident that my proactive approach and strong analytical skills will contribute positively to your financial planning initiatives.

I would love the opportunity to discuss how my background and skills align with the needs of your team. Thank you for considering my application. I look forward to the possibility of contributing to Acme Corporation's continued success.

Sincerely,

Jordan M. Carter