

# Jordan A. Mitchell

January 16, 2026

Acme Corporation

RE: Career Change Accountant

Dear Hiring Manager,

I am writing to express my enthusiasm for the Career Change Accountant position at Acme Corporation, as advertised on LinkedIn. With a strong foundation in finance and a recent focus on accounting principles, I am excited about the opportunity to bring my diverse skill set to your esteemed team. My passion for financial accuracy and my commitment to continuous learning make me a strong candidate for this role.

In my previous role as a Financial Analyst at XYZ Enterprises, I successfully led a project that identified and rectified discrepancies in financial reporting, resulting in a 15% reduction in budget overruns over six months. This experience sharpened my analytical skills and deepened my understanding of financial regulations and accounting practices. Additionally, while completing my accounting certification, I developed a comprehensive financial model for a local nonprofit, which helped them secure a 25% increase in funding through improved financial forecasting and budgeting strategies.

I am particularly drawn to Acme Corporation because of your commitment to innovation in financial management. I admire how you leverage technology to streamline accounting processes and enhance transparency. I am eager to contribute my unique perspective as well as my commitment to accuracy and efficiency in this dynamic environment. I would welcome the opportunity to discuss how my background, coupled with my accounting training, aligns with the needs of your team.

Thank you for considering my application. I look forward to the opportunity to discuss my qualifications further and explore how I can contribute to the continued success of Acme Corporation.

Sincerely,

Jordan A. Mitchell