

Jordan A. Kim

January 16, 2026

Acme Corporation

RE: Career Change Auditor

Dear Hiring Manager,

I am excited to apply for the Career Change Auditor position at Acme Corporation, as advertised on LinkedIn. With a solid foundation in financial analysis and a passion for continuous improvement, I am eager to bring my skills to your esteemed organization and contribute to your commitment to excellence in auditing practices.

In my previous role as a Senior Financial Analyst at Global Tech Solutions, I successfully led a project that identified and rectified discrepancies in financial reporting processes, resulting in a 15% reduction in reporting errors over six months. By implementing a new review framework and training team members on best practices, I not only enhanced the accuracy of our financial data but also fostered a culture of accountability and precision within the team. Additionally, I played a vital role in a cross-departmental initiative that streamlined our internal audit processes, which improved overall efficiency by 20%, allowing our department to focus on strategic risk assessments and compliance.

I am particularly drawn to the Career Change Auditor role at Acme Corporation because of your commitment to innovation and integrity in the auditing process. I believe my proactive approach to identifying areas for improvement and my ability to communicate complex financial information effectively will be a valuable addition to your team. I am keen to discuss how my background in financial analysis and my passion for driving change can contribute to your goals.

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

Sincerely,

Jordan A. Kim