

# Jordan M. Adams

January 16, 2026

Acme Corporation

RE: Career Change Budget Analyst

Dear Hiring Manager,

I am excited to apply for the Career Change Budget Analyst position at Acme Corporation, as advertised on LinkedIn. With a strong background in finance and a proven track record of managing budgets and analyzing financial data, I am eager to leverage my skills in a new capacity that aligns with my passion for strategic financial planning.

During my previous role as a Financial Coordinator at XYZ Ltd., I successfully managed a departmental budget of over \$2 million, achieving a 15% reduction in unnecessary expenditures through diligent monitoring and analysis. I initiated a new forecasting method that improved our budgeting accuracy by 20%, allowing for more informed decision-making across various projects. Additionally, I collaborated with cross-functional teams to streamline financial reporting processes, which resulted in a 30% decrease in the time spent on month-end closing activities. These experiences have equipped me with a solid foundation in financial analysis and budget management, which I am excited to bring to the Budget Analyst role.

I am particularly drawn to Acme Corporation due to its commitment to innovation and excellence in financial management. I am eager to contribute my analytical skills and proactive approach to help drive fiscal responsibility and optimize budget performance within your team. I would welcome the opportunity to further discuss how my background can align with the goals of Acme Corporation. Thank you for considering my application.

Sincerely,

Jordan M. Adams