

Jordan A. Thompson

January 16, 2026

Acme Corporation
RE: Career Change Cpa

Dear Hiring Manager,

I am excited to apply for the Career Change CPA position at Acme Corporation, as advertised on LinkedIn. With a strong background in financial analysis and a recent completion of my CPA certification, I am eager to bring my skills and experiences to your team, contributing to Acme's reputation for excellence in financial services.

In my previous role as a financial analyst at XYZ Financial Solutions, I successfully led a project to streamline budget reporting processes, which resulted in a 20% reduction in time spent on monthly reporting and enhanced accuracy in forecasting. This experience honed my analytical skills and provided me with a solid foundation in both accounting principles and financial strategy. Additionally, I was responsible for a cross-departmental initiative that improved the integration of financial data systems, facilitating better communication between the finance and operations teams. This project not only improved efficiency but also led to a significant increase in departmental collaboration, ultimately driving better business outcomes.

I am particularly drawn to Acme Corporation because of its commitment to innovation and integrity in financial practices. I believe my proactive approach and dedication to continuous improvement align well with your values. I am keen to leverage my diverse skill set in accounting and finance to contribute positively to your team's success. I would appreciate the opportunity to discuss 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 possibility of discussing this exciting opportunity with you. Your team's commitment to excellence resonates with my professional aspirations, and I am eager to contribute to Acme's ongoing success.

Sincerely,

Jordan A. Thompson