

# Jordan Alexander Smith

January 16, 2026

Acme Corporation

RE: Career Change Financial Advisor

Dear Hiring Manager,

I am writing to express my enthusiasm for the Career Change Financial Advisor position at Acme Corporation, as advertised on your careers page. With a strong background in client relations and a passion for helping individuals navigate their financial futures, I am excited about the opportunity to contribute to your team. I have long admired Acme's commitment to providing personalized financial strategies for clients, and I believe my skills align well with your mission.

In my previous role as a Senior Client Relations Manager at Financial Solutions Inc., I successfully led a team that revamped our client onboarding process, resulting in a 30% increase in new client retention within the first year. This experience honed my ability to communicate complex financial concepts clearly and effectively, an essential skill for a Financial Advisor. Additionally, I played a pivotal role in developing a financial literacy workshop series that empowered over 150 participants to take control of their financial health, which not only enhanced client engagement but also drove a 25% increase in referrals.

I am eager to bring my expertise in client relationship management and my passion for financial education to Acme Corporation. I am particularly drawn to the opportunity to work with clients during pivotal moments in their lives, guiding them through transitions and helping them achieve their financial goals. I look forward to the possibility of discussing how my background and skills can contribute to the continued success of your team. Thank you for considering my application.

Sincerely,

Jordan Alexander Smith