

# Jordan Taylor

January 16, 2026

Acme Corporation

RE: Career Change Financial Analyst

Dear Hiring Manager,

I am excited to apply for the Career Change Financial Analyst position at Acme Corporation, as advertised on your careers page. With a strong background in project management and a keen analytical mindset developed through various roles, I am eager to transition into the financial sector and contribute to your team's success.

In my previous role as a Project Manager at XYZ Industries, I successfully led a cross-functional team to implement a new cost-saving initiative that reduced departmental expenses by 15% over six months. This experience honed my ability to analyze financial data and identify areas for improvement, skills I believe are directly applicable to the Financial Analyst position. Additionally, while working with our finance department to assess project budgets, I developed a comprehensive forecasting model that increased our accuracy in predicting project costs by 20%, ultimately leading to better financial planning and resource allocation.

I am particularly drawn to Acme Corporation because of its commitment to innovation and excellence in financial services. I am eager to leverage my analytical skills and project management experience in a financial context, helping your team deliver insightful data-driven recommendations. I would welcome the opportunity to discuss how my unique background and passion for finance can contribute to the ongoing success of Acme Corporation. Thank you for considering my application.

Sincerely,

Jordan Taylor