

Jordan Smith

January 16, 2026

Acme Corporation

RE: Career Change Financial Controller

Dear Hiring Manager,

I am excited to apply for the Career Change Financial Controller position at Acme Corporation, as advertised on LinkedIn. With a strong background in financial analysis and a proven track record of driving operational efficiency, I am eager to leverage my skills and make a meaningful contribution to your team.

Throughout my career, I have consistently sought to enhance financial performance and streamline processes. In my previous role as a Senior Accountant at XYZ Industries, I led a project that overhauled our budgeting process, reducing time spent by 30% and allowing for more accurate forecasting. Additionally, I implemented a new financial reporting system that improved data accessibility for stakeholders, resulting in a 25% increase in data-driven decision-making. These initiatives not only showcased my ability to manage complex financial systems but also highlighted my commitment to aligning financial strategies with business objectives.

I am particularly drawn to the opportunity at Acme Corporation due to your innovative approach to financial management and commitment to growth. I am eager to bring my analytical skills and experience in process improvement to your organization, driving efficiencies and ensuring robust financial oversight. I would love the chance to discuss how my background and skills can align with the goals of your finance team. Thank you for considering my application; I look forward to the possibility of contributing to Acme Corporation.

Sincerely,

Jordan Smith