

# Jordan Mitchell

January 16, 2026

Acme Corporation

RE: Career Change Financial Planning Analyst

Dear Hiring Manager,

I am excited to apply for the Career Change Financial Planning Analyst position at Acme Corporation, as advertised on your careers page. With a strong background in data analysis and a deep passion for financial planning, I believe I can bring valuable insights and a fresh perspective to your team. My transition into financial planning has been motivated by my desire to help individuals and businesses achieve their financial goals while leveraging my analytical skills.

In my previous role as a Business Analyst at Tech Solutions, I successfully led a project that analyzed customer spending patterns, resulting in a 20% increase in sales through targeted marketing strategies. This experience honed my ability to interpret data and translate it into actionable financial recommendations. Additionally, I completed a Financial Planning & Analysis certification program where I developed comprehensive financial models that helped clients optimize their budgets and forecast future expenses with greater accuracy. These experiences have equipped me with a solid foundation in financial analysis and client interaction, essential for delivering insightful financial planning solutions.

I am particularly impressed by Acme Corporation's commitment to innovation and client satisfaction, and I am eager to contribute to your mission. I am confident that my analytical skills and dedication will allow me to excel in this role and assist your clients in navigating their financial futures. I would welcome the opportunity to discuss how my background and ambitions align with the goals of Acme Corporation. Thank you for considering my application.

Sincerely,

Jordan Mitchell