

# Jordan A. Mitchell

January 16, 2026

Acme Corporation

RE: Career Change Private Equity Analyst

Dear Hiring Manager,

I am writing to express my enthusiasm for the Career Change Private Equity Analyst position at Acme Corporation, as advertised on LinkedIn. With a strong background in financial analysis and a passion for the private equity sector, I am excited about the opportunity to contribute to your team and leverage my skills in a new and dynamic environment.

In my previous role as a financial analyst at XYZ Finance, I successfully led a project that assessed the viability of a \$50 million investment in a technology startup. By conducting thorough market research and financial modeling, I was able to present a comprehensive report that influenced senior management's decision to proceed with the investment, which has since yielded a 30% return within the first year. Additionally, I collaborated closely with cross-functional teams to streamline our due diligence process, reducing the time taken to complete reviews by 20%. These experiences have equipped me with a strong analytical mindset and an understanding of the complexities involved in investment evaluation and risk management, both crucial for a role in private equity.

Furthermore, I have developed a keen ability to build relationships with stakeholders, evident from my role in negotiating terms with vendors that resulted in a 15% cost saving for our department. This skill will be invaluable in fostering partnerships and facilitating discussions with portfolio companies and investors at Acme Corporation. I am eager to bring my analytical expertise and collaborative spirit to your team, contributing to the strategic decisions that drive investment success.

I am looking forward to the possibility of discussing my application further and exploring how I can add value to Acme Corporation as a Career Change Private Equity Analyst. Thank you for considering my application.

Sincerely,

Jordan A. Mitchell