

Jordan Taylor

January 16, 2026

Acme Corporation

RE: Career Change Private Equity Associate

Dear Hiring Manager,

I am excited to apply for the Career Change Private Equity Associate position at Acme Corporation, which I discovered on LinkedIn. With a robust background in finance and a proven track record in strategic analysis and investment management, I am eager to leverage my skills and experiences in the dynamic field of private equity.

In my previous role as a Senior Financial Analyst at XYZ Investments, I successfully led a cross-functional team that identified and evaluated investment opportunities in emerging markets, resulting in a 20% increase in our portfolio's overall value within a year. My ability to analyze complex financial models and market trends allowed our team to make informed decisions that significantly outperformed our benchmarks. Additionally, during my tenure at ABC Capital, I spearheaded a project aimed at restructuring underperforming assets, which not only improved operational efficiency but also generated an additional \$5 million in revenue over two years.

I am particularly drawn to Acme Corporation's commitment to innovation and its strategic approach to investing. I am enthusiastic about the opportunity to contribute to your team by applying my analytical skills and strategic mindset to identify investments that align with your company's goals. I would welcome the chance to discuss how my background and ambitions align with the objectives of Acme Corporation. Thank you for considering my application, and I look forward to the opportunity to speak with you further.

Sincerely,

Jordan Taylor