

# Jordan A. Mitchell

January 16, 2026

Acme Corporation

RE: Chief Financial Officer

Dear Hiring Manager,

I am writing to express my enthusiasm for the Chief Financial Officer position at Acme Corporation, as advertised on LinkedIn. With over 15 years of experience in financial management and strategic planning within diverse industries, I am excited about the opportunity to contribute to Acme's continued growth and success.

In my previous role as CFO at Tech Innovations Inc., I led a comprehensive financial restructuring that resulted in a 30% reduction in operational costs over two years while improving our cash flow projections. Additionally, I implemented a data-driven budgeting process that increased forecast accuracy by 25%, allowing our leadership team to make informed, strategic decisions quickly. My efforts not only stabilized the organization during a challenging economic period but also positioned us for expansion into new markets, ultimately driving a 40% increase in revenue.

I am particularly drawn to Acme Corporation due to its reputation for innovation and commitment to excellence. I believe my background in leveraging financial analytics for strategic growth aligns well with your needs. I am eager to bring my expertise in financial strategy, risk management, and team leadership to your organization.

I look forward to the opportunity to discuss how my background, skills, and enthusiasms align with the goals of Acme Corporation. Thank you for considering my application; I hope to speak with you soon.

Sincerely,

Jordan A. Mitchell