

Jordan Smith

January 16, 2026

Acme Corporation

RE: Credit Analyst

Dear Hiring Manager,

I am writing to express my enthusiasm for the Credit Analyst position at Acme Corporation, which I discovered on your careers page. With a strong background in finance and credit analysis, I am excited about the opportunity to contribute to your team and help drive sound financial decision-making processes.

In my previous role at XYZ Financial Services, I successfully evaluated creditworthiness for over 200 clients, implementing a robust risk assessment framework that reduced default rates by 15% within the first year. My ability to analyze financial statements and market data allowed me to identify potential risks and opportunities, leading to the development of tailored credit solutions that increased client satisfaction ratings by 20%. Additionally, I collaborated with cross-functional teams to streamline the credit approval process, which reduced the turnaround time by 30%, ultimately improving operational efficiency.

I am particularly drawn to Acme Corporation due to your commitment to innovative financial solutions and strategic growth. I believe my analytical skills, along with my proactive approach to problem-solving, align well with your needs. I am eager to bring my expertise in credit analysis and risk management to your team, contributing to the continued success of Acme Corporation.

Thank you for considering my application. I look forward to the possibility of discussing how my background, skills, and enthusiasms align with the goals of your team. I am excited about the opportunity to contribute to the innovative work being done at Acme Corporation.

Sincerely,

Jordan Smith