

# Jordan Lee

January 16, 2026

Acme Corporation

RE: Entry Level Auditor

Dear Hiring Manager,

I am writing to express my enthusiasm for the Entry Level Auditor position at Acme Corporation, as advertised on your careers page. With a Bachelor's degree in Accounting from State University and experience in financial analysis during my internship at XYZ Financial Services, I am eager to contribute my skills and knowledge to your esteemed team.

During my internship, I played a key role in a project that involved reconciling financial discrepancies for a major client. I meticulously examined over 500 transactions, identifying and correcting errors that resulted in a 15% increase in accuracy for the client's financial reports. This experience not only honed my analytical skills but also reinforced my commitment to maintaining the highest standards of integrity and accuracy in auditing processes. Additionally, I led a team initiative to streamline the monthly close process, which reduced our turnaround time by two days, thereby increasing our efficiency and allowing the team to focus on value-added analysis.

I am particularly impressed by Acme Corporation's commitment to innovation and excellence in the auditing field. I am eager to bring my strong work ethic, attention to detail, and passion for finance to your team, and I am confident that my background aligns well with the goals of Acme Corporation. I would love the opportunity to discuss how my skills and experiences could contribute to the continued success of your organization. Thank you for considering my application. I look forward to the possibility of discussing this exciting opportunity with you.

Sincerely,

Jordan Lee