

# Jordan Smith

January 16, 2026

Acme Corporation

RE: Entry Level Budget Analyst

Dear Hiring Manager,

I am writing to express my enthusiasm for the Entry Level Budget Analyst position at Acme Corporation, as advertised on your careers page. With a strong academic foundation in finance and a passion for data analysis, I am eager to contribute to your team and support Acme's financial decision-making processes.

During my internship at XYZ Financial Services, I successfully assisted in the preparation of quarterly budget reports by analyzing spending patterns and identifying cost-saving opportunities. One significant achievement was my contribution to a project that optimized departmental budgets by 15%, allowing for more efficient allocation of resources. Additionally, in my coursework at University, I led a team project where we developed a financial analysis model that projected budget implications for different operational scenarios, which not only enhanced my analytical skills but also received recognition from faculty for its practical application.

I am particularly drawn to Acme Corporation due to its commitment to innovation and excellence in financial management. I am excited about the opportunity to work with a talented team and apply my skills in data analysis, budgeting, and financial reporting. I believe my proactive approach and attention to detail would make me a valuable asset in supporting your budgeting processes.

Thank you for considering my application. I look forward to the opportunity to discuss how my skills and experiences align with the needs of Acme Corporation. I am eager to bring my dedication and passion for budget analysis to your esteemed organization.

Sincerely,

Jordan Smith