

Jordan Taylor

January 16, 2026

Acme Corporation

RE: Entry Level Chief Financial Officer

Dear Hiring Manager,

I am excited to apply for the Entry Level Chief Financial Officer position at Acme Corporation, as advertised on your careers page. With a strong educational background in finance and hands-on experience managing financial projects, I am eager to contribute to your organization's financial leadership and strategic growth initiatives.

During my tenure as a financial analyst intern at XYZ Financial Services, I successfully led a project to streamline the budgeting process, which resulted in a 20% reduction in time spent on budget preparation. Additionally, I was part of a team that developed a financial forecasting model that improved our accuracy by 15%, enabling better decision-making at the executive level. These experiences not only honed my analytical and strategic thinking skills but also reinforced my passion for financial leadership.

I am particularly drawn to Acme Corporation due to its commitment to innovation and growth in the industry. I am eager to bring my background in financial analysis, along with my strong interpersonal skills, to collaborate with your team and contribute to the financial strategies that drive business success. I believe my proactive approach and dedication to continuous improvement align with Acme's mission and objectives.

I would be thrilled to further discuss how I can contribute to the financial success of Acme Corporation. Thank you for considering my application. I look forward to the possibility of discussing this exciting opportunity with you.

Sincerely,

Jordan Taylor