

Jordan Lee Thompson

January 16, 2026

Acme Corporation

RE: Entry Level Compliance Analyst

Dear Hiring Manager,

I am writing to express my enthusiasm for the Entry Level Compliance Analyst position at Acme Corporation, as advertised on LinkedIn. I have a strong interest in compliance and risk management, and I am excited about the opportunity to contribute to your team while developing my skills in a reputable organization like Acme Corporation.

During my time at University XYZ, I completed an internship at ABC Financial Services where I assisted in the development of compliance policies that aligned with industry regulations. This experience not only enhanced my analytical skills but also allowed me to contribute to a project that resulted in a 15% reduction in compliance-related issues reported during quarterly audits. Additionally, I was a member of the Compliance Club, where I collaborated with peers to create a comprehensive guide on ethical practices that received commendation from faculty for its clarity and effectiveness.

I am particularly drawn to this position at Acme Corporation because of your commitment to maintaining high compliance standards and fostering an ethical work environment. I am eager to bring my strong research skills, attention to detail, and proactive approach to your compliance team. I believe my background and passion for compliance make me a fitting candidate for this role.

I would appreciate the opportunity to discuss how I can contribute to the success of Acme Corporation further. Thank you for considering my application. I look forward to the possibility of speaking with you soon.

Sincerely,

Jordan Lee Thompson