

# Jordan Lee Thompson

January 16, 2026

Acme Corporation

RE: Entry Level Compliance Manager

Dear Hiring Manager,

I am excited to apply for the Entry Level Compliance Manager position at Acme Corporation, as advertised on LinkedIn. With a strong academic background in Business Administration and a keen interest in regulatory compliance, I am eager to bring my skills to your esteemed company and contribute to maintaining the high standards Acme is known for.

During my internship at Greenfield Financial Services, I played a key role in assisting the compliance team with the implementation of new regulatory policies. I successfully helped streamline the documentation process, which reduced processing time by 15%. Additionally, I conducted thorough audits of client files, ensuring all documentation met federal regulations, which resulted in a 100% compliance rate during our external audit. This experience has equipped me with a solid understanding of compliance frameworks and the importance of meticulous attention to detail in this field.

Moreover, I led a project in my final year at university where I collaborated with a team to develop a compliance training program for students. This program not only educated peers on ethical guidelines and regulatory requirements but also received positive feedback from faculty and administration for its clarity and effectiveness. I believe that my proactive approach and ability to work collaboratively will be instrumental in ensuring that Acme Corporation continues to adhere to compliance regulations.

I am eager to discuss how my background, skills, and enthusiasms align with the goals of Acme Corporation. Thank you for considering my application; I look forward to the opportunity to speak with you further about how I can contribute to your compliance team.

Sincerely,

Jordan Lee Thompson