

Jordan Lee Thompson

January 16, 2026

Acme Corporation

RE: Entry Level Credit Analyst

Dear Hiring Manager,

I am excited to apply for the Entry Level Credit Analyst position at Acme Corporation as advertised on LinkedIn. With a strong foundation in finance and a keen analytical mindset, I am eager to contribute to your team and support Acme Corporation's commitment to maintaining robust credit practices and enhancing client relationships.

During my internship with XYZ Financial Services, I was responsible for analyzing credit reports and assisting in the evaluation of loan applications. I successfully identified discrepancies in credit histories for three high-value clients, leading to more accurate risk assessments and saving the company potential losses of approximately \$50,000. Additionally, I collaborated with senior analysts to streamline our data collection processes, which increased efficiency by 20% and improved our turnaround time for client feedback.

Furthermore, I hold a Bachelor's degree in Finance from State University, where I graduated with honors. My coursework included advanced financial analysis and risk management, which equipped me with the necessary skills to excel in credit evaluation and decision-making. I also participated in a project where I developed a credit scoring model that reduced the average processing time for loan applications by 15%, underscoring my ability to apply theoretical knowledge to practical scenarios.

I am truly impressed by Acme Corporation's innovative approach to credit management and would welcome the opportunity to discuss how my background and skills align with your team's goals. Thank you for considering my application. I look forward to the possibility of contributing to your esteemed company.

Sincerely,

Jordan Lee Thompson