

Jordan Smith

January 16, 2026

Acme Corporation

RE: Entry Level Financial Analyst

Dear Hiring Manager,

I am excited to apply for the Entry Level Financial Analyst position at Acme Corporation, as advertised on LinkedIn. With a strong academic background in finance and a passion for data analysis, I am eager to contribute my skills to your esteemed company and support its financial objectives.

During my time at University of Finance, I completed an internship with XYZ Financial Services, where I assisted in the preparation of financial reports and analyses. I successfully developed a financial model that projected cash flows for a client, which helped the team identify cost-saving opportunities that resulted in a 15% reduction in operational expenses. Additionally, my coursework in financial forecasting allowed me to analyze historical data and trends, providing valuable insights that informed strategic decisions for simulated investment projects. This experience honed my analytical skills and strengthened my understanding of the financial processes crucial for an entry-level analyst.

I am particularly drawn to Acme Corporation's commitment to innovation in the finance sector and its emphasis on professional development. I am eager to leverage my analytical and quantitative skills to provide actionable insights and support your team in achieving its financial goals. I am confident that my proactive approach and attention to detail will allow me to make a significant contribution to your organization.

I look forward to the opportunity to further discuss how my skills and experiences align with the needs of Acme Corporation. Thank you for considering my application; I am excited about the possibility of contributing to your team.

Sincerely,

Jordan Smith