

# Jordan Smith

January 16, 2026

Acme Corporation

RE: Entry Level Financial Controller

Dear Hiring Manager,

I am writing to express my enthusiasm for the Entry Level Financial Controller position at Acme Corporation, which I discovered on your careers page. With a strong academic background in finance and hands-on experience in accounting, I am eager to contribute to your team and support Acme's financial strategies and goals.

During my internship at XYZ Financial Services, I successfully assisted in the preparation of financial statements, where my meticulous attention to detail ensured a 100% accuracy rate in quarterly reports. Additionally, I played a pivotal role in streamlining the budget tracking process, which resulted in a 15% reduction in forecasting errors. My coursework in financial analysis and management has equipped me with a solid understanding of key financial principles that I am excited to bring to Acme Corporation.

I am particularly drawn to this role due to Acme's commitment to innovation and excellence in financial management. I believe that my proactive approach and ability to analyze financial data will allow me to contribute significantly to your team. I am enthusiastic about the opportunity to discuss how my skills and experiences align with the objectives of Acme Corporation.

Thank you for considering my application. I look forward to the possibility of discussing my candidacy further and exploring how I can help drive financial success at Acme Corporation.

Sincerely,

Jordan Smith