

# Jordan Taylor

January 16, 2026

Acme Corporation

RE: Entry Level Financial Planning Analyst

Dear Hiring Manager,

I am excited to apply for the Entry Level Financial Planning Analyst position at Acme Corporation, as advertised on your careers page. With a strong foundation in finance and a passion for strategic analysis, I am eager to contribute to your team and support Acme's mission of delivering exceptional financial services.

During my academic career at the University of XYZ, I completed a capstone project that involved developing a comprehensive financial model for a local startup. This experience not only honed my analytical skills but also led to a 15% increase in projected revenue through effective budget allocation and financial forecasting. Additionally, I interned at ABC Financial Services, where I assisted in conducting market research and compiling detailed financial reports. My contributions resulted in streamlined reporting processes that improved the team's efficiency by 20%.

I am particularly drawn to this role at Acme Corporation because of your innovative approach to financial planning and commitment to client satisfaction. I am eager to bring my skills in data analysis and financial modeling to your esteemed company. I would appreciate the opportunity to further discuss how my background, skills, and enthusiasms align with the goals of your financial planning team. Thank you for considering my application.

Sincerely,

Jordan Taylor