

Jordan Alexander Smith

January 16, 2026

Acme Corporation

RE: Entry Level Portfolio Manager

Dear Hiring Manager,

I am writing to express my enthusiastic interest in the Entry Level Portfolio Manager position at Acme Corporation, as advertised on your careers page. With a strong foundation in finance and a passion for portfolio management, I am excited about the opportunity to contribute to your esteemed team and help drive strategic investment decisions.

During my studies at State University, I completed an internship at Global Investments Inc., where I assisted in managing a diverse portfolio of equity and fixed-income assets. I successfully conducted in-depth market analysis, identifying emerging trends that informed our investment strategies. One notable achievement was my contribution to a project that increased our portfolio's return by 15% over a six-month period, primarily through effective asset allocation and risk assessment.

In addition to my internship experience, I was involved in a student-led investment club, where I collaborated with peers to manage a simulated portfolio worth \$100,000. Through rigorous research and data analysis, we achieved an overall return of 20%, outperforming the benchmark index. This experience honed my analytical skills and reinforced my ability to work collaboratively in a fast-paced environment.

I am eager to bring my dedication and analytical prowess to the Entry Level Portfolio Manager role at Acme Corporation. I would love the opportunity to discuss how my background, skills, and enthusiasm for portfolio management can contribute to your team's success. Thank you for considering my application; I look forward to the possibility of discussing this exciting opportunity with you.

Sincerely,

Jordan Alexander Smith