

# Jordan Taylor

January 16, 2026

Acme Corporation

RE: Entry Level Venture Capital Analyst

Dear Hiring Manager,

I am writing to express my enthusiasm for the Entry Level Venture Capital Analyst position at Acme Corporation, which I discovered on your careers page. With a strong foundation in finance and a passion for innovation, I am eager to contribute to your team and help identify promising investment opportunities in the startup ecosystem.

During my academic career at University of California, Berkeley, I served as a research assistant in the Finance Department, where I analyzed market trends and compiled comprehensive reports on emerging tech startups. One of my key projects involved evaluating over 50 seed-stage companies for a competition, where I identified potential high returns and presented my findings to a panel of industry professionals. This experience honed my analytical skills and deepened my understanding of the factors that drive successful investments.

In addition, I completed an internship at a local venture capital firm, where I assisted in conducting due diligence on prospective investments. I collaborated with a team to assess business models, financial projections, and market potential, ultimately contributing to a successful investment in a fintech startup. My ability to synthesize data and make informed recommendations was critical in helping my team evaluate investment risks and opportunities effectively.

I am excited about the potential to leverage my skills and experiences at Acme Corporation, and I am eager to discuss how I can support your investment strategy. Thank you for considering my application; I look forward to the opportunity to speak with you further.

Sincerely,

Jordan Taylor