

# Jordan A. Mitchell

January 16, 2026

Acme Corporation  
RE: Financial Controller

Dear Hiring Manager,

I am writing to express my enthusiasm for the Financial Controller position at Acme Corporation, as advertised on LinkedIn. With over eight years of experience in financial management and a proven track record of driving efficiency and profitability, I am excited about the opportunity to contribute my skills to your esteemed organization.

In my previous role at XYZ Finance Group, I successfully implemented a new budgeting system that reduced departmental overspending by 15%, resulting in a savings of over \$500,000 annually. This initiative not only streamlined our financial processes but also enhanced accountability among departmental heads. Additionally, I led a team tasked with the redesign of our financial reporting framework, which improved the accuracy of our financial forecasts by 30%. These experiences honed my analytical skills and deepened my understanding of strategic financial planning, both of which I believe are critical for the Financial Controller role at Acme Corporation.

I am particularly impressed by Acme Corporation's commitment to innovation and sustainable growth. I am eager to bring my expertise in financial strategy and compliance to your team, ensuring that financial operations align with the company's objectives and support its mission. I would welcome the opportunity to discuss how my background, skills, and enthusiasms align with the needs of Acme Corporation.

Thank you for considering my application. I look forward to the possibility of discussing this exciting opportunity further.

Sincerely,

Jordan A. Mitchell