

Jordan M. Patel

January 16, 2026

Acme Corporation

RE: Financial Planning Analyst

Dear Hiring Manager,

I am excited to apply for the Financial Planning Analyst position at Acme Corporation, as advertised on LinkedIn. With a strong background in financial analysis and strategic planning, I am eager to contribute to your team and help drive Acme's financial initiatives forward. The opportunity to work for a company recognized for its innovative approach and commitment to excellence deeply resonates with my career aspirations.

In my previous role at XYZ Financial Services, I successfully developed and implemented a comprehensive budgeting system that reduced operational costs by 15% within the first year. This involved collaborating closely with department heads to align financial goals with strategic objectives, ensuring that resources were effectively allocated. Additionally, I spearheaded a project that utilized advanced data analytics to forecast revenue trends, improving our accuracy by over 20%, which significantly enhanced our decision-making processes.

I am particularly drawn to Acme Corporation's emphasis on leveraging data for strategic planning. My experience with financial modeling and scenario analysis will allow me to provide valuable insights to your team. At ABC Corp, I created scenario analyses that identified potential risks and opportunities, which helped guide executive decisions on investments worth over \$5 million. I am confident that my analytical skills and proactive approach will contribute positively to Acme's financial strategies.

I look forward to the opportunity to discuss how my background, skills, and enthusiasms align with the goals of Acme Corporation. Thank you for considering my application. I am eager to bring my expertise in financial planning to your esteemed organization and am excited about the possibility of contributing to your continued success.

Sincerely,

Jordan M. Patel