

# Jordan Taylor

January 16, 2026

Acme Corporation

RE: Internship Budget Analyst

Dear Hiring Manager,

I am excited to apply for the Internship Budget Analyst position at Acme Corporation, as advertised on your careers page. With a strong academic background in finance and a passion for analyzing data to drive strategic decisions, I am eager to contribute to your team and help optimize budgeting processes.

During my time at University of California, I successfully completed a project that involved developing a comprehensive budget proposal for a local nonprofit organization. I not only managed to identify cost-saving opportunities amounting to a 15% reduction in operational expenses but also created a financial forecast that assisted the organization in securing a grant. Furthermore, my internship at a financial consulting firm allowed me to work directly with clients to prepare and analyze various financial reports, enhancing my ability to present data clearly and effectively. This experience taught me the importance of aligning financial strategies with organizational goals, which I believe is crucial for the Internship Budget Analyst role at Acme Corporation.

I am particularly impressed by Acme Corporation's commitment to innovation and strategic investment in emerging markets. I am eager to bring my analytical skills and collaborative mindset to your team, where I hope to contribute to your mission while further developing my expertise in budget analysis. I would love the opportunity to discuss how my background, skills, and enthusiasms align with the needs of your team. Thank you for considering my application; I look forward to the possibility of discussing this exciting opportunity with you.

Sincerely,

Jordan Taylor