

Jordan A. Smith

January 16, 2026

Acme Corporation

RE: Internship Chief Financial Officer

Dear Hiring Manager,

I am writing to express my enthusiasm for the Internship Chief Financial Officer position at Acme Corporation, which I discovered on your careers page. With a strong academic background in finance and a keen interest in corporate strategy, I am excited about the opportunity to contribute to your team and support Acme's financial objectives during this transformative period.

During my recent internship at XYZ Financial Services, I successfully assisted in the preparation of comprehensive financial reports that contributed to a 15% increase in quarterly revenue. My role involved analyzing market trends and evaluating investment opportunities, which led to the recommendation of a new project that generated significant returns for our clients. Additionally, I spearheaded a budgeting initiative that streamlined the expense-tracking process, reducing unnecessary costs by 10% over six months. These experiences have equipped me with the analytical skills and strategic thinking necessary for the Internship Chief Financial Officer role.

I am particularly drawn to Acme Corporation's commitment to innovation and sustainable growth, and I am eager to bring my skills in financial analysis and strategic planning to your team. I would welcome the opportunity to discuss how my background, skills, and enthusiasm align with the goals of Acme Corporation. Thank you for considering my application; I look forward to the possibility of contributing to your esteemed organization.

Sincerely,

Jordan A. Smith