

Jordan Thompson

January 16, 2026

Acme Corporation

RE: Internship Financial Controller

Dear Hiring Manager,

I am excited to apply for the Internship Financial Controller position at Acme Corporation, as advertised on your careers page. With a strong academic background in finance and relevant internship experience, I am eager to contribute to your team while further developing my skills in financial management and analysis.

During my recent internship at XYZ Financial Services, I successfully assisted in the preparation of quarterly financial reports, where I analyzed variances and collaborated with the accounting team to identify cost-saving opportunities. My efforts led to a 10% reduction in departmental expenses through optimized budgeting practices. Additionally, I played a key role in streamlining our invoicing process, which resulted in a 20% decrease in payment processing times, enhancing cash flow for the organization.

Furthermore, I led a project where I implemented a new financial software system that improved data accuracy and reporting efficiency. By conducting training sessions for my peers, I ensured a smooth transition and increased overall productivity for the financial department. I am confident that my proactive approach and analytical skills make me a strong candidate for this role.

I am enthusiastic about the opportunity to bring my background in finance to Acme Corporation and collaborate with your team to contribute to financial strategies that drive business success. I look forward to the possibility of discussing my application further. Thank you for considering my application.

Sincerely,

Jordan Thompson