

# Jordan Taylor

January 16, 2026

Acme Corporation

RE: Internship Private Equity Analyst

Dear Hiring Manager,

I am excited to apply for the Internship Private Equity Analyst position at Acme Corporation, as advertised on LinkedIn. With a strong academic background in finance and hands-on experience in investment analysis, I am eager to contribute to your team while further developing my analytical skills in a dynamic private equity environment.

During my time as a finance intern at XYZ Capital, I successfully assisted in the evaluation of potential investment opportunities by conducting comprehensive market research and financial modeling. One of my key achievements was analyzing a portfolio company's operational metrics, which led to a cost-saving strategy that projected a 15% increase in EBITDA over three years. Additionally, I collaborated with senior analysts to prepare due diligence reports for two major acquisitions, enhancing my understanding of the complexities involved in private equity transactions.

Furthermore, I participated in a student-run investment fund at my university, where I not only honed my ability to conduct thorough financial analyses but also learned the importance of teamwork and effective communication. Presenting our findings to a panel of industry professionals provided me with invaluable insights into the investment process and reinforced my passion for private equity.

I am very enthusiastic about the opportunity to join Acme Corporation and learn from your esteemed team. I believe my proactive approach and analytical mindset would make me a valuable asset to your organization. I look forward to the possibility of discussing how I can contribute to your firm's success. Thank you for considering my application.

Sincerely,

Jordan Taylor