

# Jordan Mitchell

January 16, 2026

Acme Corporation  
RE: Investment Banker

Dear Hiring Manager,

I am writing to express my enthusiasm for the Investment Banker position at Acme Corporation, as advertised on LinkedIn. With my solid background in finance and proven track record in mergers and acquisitions, I am excited about the opportunity to contribute to your esteemed firm and help drive financial success for your clients.

During my tenure at XYZ Financial Services, I successfully led a team in managing a \$500 million cross-border acquisition deal that resulted in a 30% increase in shareholder value within six months post-transaction. This experience honed my skills in financial analysis, due diligence, and strategic negotiation, making me adept at handling complex financial transactions. Additionally, I spearheaded a project that restructured an underperforming portfolio, which improved returns by 25% over two years, showcasing my ability to identify and capitalize on investment opportunities.

I am particularly drawn to Acme Corporation because of your commitment to innovation and excellence in the investment banking sector. I am eager to bring my analytical skills and strong work ethic to your team, ensuring that we provide unparalleled service and insights for our clients. I would welcome the opportunity to discuss how my experience and vision align with Acme Corporation's goals in more detail.

Thank you for considering my application. I look forward to the possibility of contributing to Acme Corporation as an Investment Banker and am excited about the prospect of discussing my application further.

Sincerely,

Jordan Mitchell