

# Jordan Smith

January 16, 2026

Acme Corporation

RE: No Experience Financial Examiner

Dear Hiring Manager,

I am writing to express my enthusiasm for the No Experience Financial Examiner position at Acme Corporation, as advertised on your careers page. This opportunity excites me as I have a strong interest in financial analysis and compliance, and I believe my educational background and proactive approach make me a great fit for this role.

During my time at University, I took on several projects that involved analyzing financial data and presenting my findings. For example, I led a team project in my Financial Management course where we simulated a company's financial performance over five years. My role was to analyze market trends and the impact of various economic indicators, leading to a comprehensive report that earned our team the highest grade in the class. Additionally, I completed an internship at a local accounting firm where I assisted in preparing financial statements and gained hands-on experience with Excel and financial software, which strengthened my analytical skills.

I am particularly drawn to Acme Corporation due to its commitment to innovation in financial services. I am eager to bring my passion for finance and my analytical mindset to your team. I am confident that my academic achievements and willingness to learn will allow me to contribute effectively as a Financial Examiner, ensuring compliance and accuracy in financial reporting.

I would love the opportunity to discuss my application further and explore how I can contribute to the success of Acme Corporation. Thank you for considering my application. I look forward to the possibility of speaking with you soon.

Sincerely,

Jordan Smith