

# Jordan Smith

January 16, 2026

Acme Corporation

RE: No Experience Mergers Acquisitions Analyst

Dear Hiring Manager,

I am excited to apply for the No Experience Mergers Acquisitions Analyst position at Acme Corporation, which I discovered through your company's careers page. With a strong academic background in finance and a passion for corporate strategy, I am eager to contribute to your esteemed team and support Acme Corporation's ambitious growth initiatives.

During my time at University, I successfully led a comprehensive market analysis project in my capstone course, where I collaborated with a team to evaluate potential acquisition targets for a fictional firm. This entailed conducting extensive research, analyzing industry trends, and presenting our findings to a panel of professors and industry experts. Our project was awarded the 'Best Presentation' due to our in-depth analysis and actionable insights, which solidified my interest in pursuing a career in mergers and acquisitions.

Additionally, I interned at a local investment firm, where I assisted in preparing financial models and valuation reports. This experience not only enhanced my analytical skills but also familiarized me with the intricacies of financial statements and the valuation process. I am proficient in Excel and have a strong understanding of financial concepts, which I believe will be beneficial in supporting your team's objectives.

I am very enthusiastic about the opportunity to discuss how my background and skills can align with the goals of Acme Corporation. Thank you for considering my application; I look forward to the possibility of contributing to your team and learning from the esteemed professionals at your firm.

Sincerely,

Jordan Smith