

# Jordan A. Smith

January 16, 2026

Acme Corporation

RE: No Experience Private Equity Analyst

Dear Hiring Manager,

I am excited to apply for the No Experience Private Equity Analyst position at Acme Corporation, as advertised on LinkedIn. With a strong academic background in finance and a passion for investment strategies, I am eager to contribute my skills and enthusiasm to your esteemed firm. The opportunity to work with Acme, a leader in private equity, is particularly appealing to me because of your innovative approach to value creation and commitment to excellence.

During my time at the University of Finance, I was an active member of the Investment Club, where I collaborated with peers to analyze potential investment opportunities in various sectors. This experience honed my analytical skills, enabling me to evaluate market trends and company performance effectively. I also spearheaded a project to create a simulated investment portfolio, which outperformed the benchmark by 15% over six months. This practical experience, combined with my coursework in financial modeling and valuation techniques, has equipped me with the foundational knowledge necessary for success in the private equity field.

Additionally, I completed an internship at a local start-up, where I assisted in preparing financial reports and conducting competitor analyses. I played a key role in identifying cost-saving opportunities, which resulted in a 10% reduction in operational expenses. This hands-on experience not only strengthened my financial analysis skills but also taught me the importance of strategic decision-making in driving business growth. I am eager to leverage my skills and knowledge to contribute to Acme Corporation's investment initiatives.

I am very interested in discussing how my background, skills, and enthusiasm for private equity can benefit Acme Corporation. Thank you for considering my application. I look forward to the opportunity to speak with you further about how I can contribute to your team.

Sincerely,

Jordan A. Smith