

Jordan Smith

January 16, 2026

Acme Corporation

RE: No Experience Private Equity Associate

Dear Hiring Manager,

I am writing to express my enthusiastic interest in the No Experience Private Equity Associate position at Acme Corporation, as advertised on your careers page. With a strong academic background in finance and a keen interest in private equity, I am eager to contribute to your team and learn from the esteemed professionals at your firm.

During my time at university, I served as the president of the Finance Club, where I organized workshops and guest speaker events that brought together industry leaders and students. This experience honed my leadership skills and deepened my understanding of financial instruments and market dynamics. Additionally, I completed a comprehensive financial modeling course where I not only excelled but also collaborated with peers to create a robust investment analysis project, which was presented to faculty and received commendation for its thorough research and clear presentation. These experiences reflect my commitment to understanding the intricacies of finance and my proactive approach to learning.

I am particularly drawn to Acme Corporation due to its reputation for fostering young talent and its innovative approach to investment strategies. I am eager to bring my analytical skills, attention to detail, and passion for finance to your team. I believe that my fresh perspective and dedication to hard work will complement the dynamic environment at Acme Corporation. I would welcome the opportunity to discuss how I can contribute to your team and further develop my skills in private equity.

Thank you for considering my application. I look forward to the possibility of discussing this exciting opportunity with you.

Sincerely,

Jordan Smith