

Jordan Alexander Smith

January 16, 2026

Acme Corporation

RE: No Experience Underwriter

Dear Hiring Manager,

I am excited to apply for the No Experience Underwriter position at Acme Corporation, which I discovered on your careers page. The opportunity to work with a respected organization known for its innovative approach to underwriting aligns perfectly with my career aspirations. I am eager to leverage my analytical skills and attention to detail in this role, contributing positively to your team.

During my academic career, I completed a degree in Finance where I excelled in risk assessment and financial analysis courses, achieving a GPA of 3.8. As part of my coursework, I led a team project that involved evaluating the creditworthiness of hypothetical clients. This experience honed my ability to analyze financial data and identify potential risks, which I believe is crucial for an underwriter. Additionally, I interned at a local insurance firm, where I assisted in processing applications and learned firsthand how to effectively communicate with clients and stakeholders to gather necessary information for underwriting decisions.

I am particularly drawn to the values and mission of Acme Corporation, and I am eager to bring my passion for finance and my commitment to continuous learning to your team. I would welcome the opportunity to discuss how my background and skills can contribute to your underwriting department. Thank you for considering my application, and I look forward to the possibility of discussing this exciting opportunity with you.

Sincerely,

Jordan Alexander Smith