

# Jordan Mitchell

January 16, 2026

Acme Corporation  
RE: Portfolio Manager

Dear Hiring Manager,

I am excited to apply for the Portfolio Manager position at Acme Corporation, as advertised on LinkedIn. With over eight years of experience in investment management and a proven track record of optimizing client portfolios, I am eager to leverage my skills to contribute to your team's success. Acme Corporation's commitment to innovation and client-centric strategies resonates deeply with my professional philosophy, and I am enthusiastic about the opportunity to be a part of such a dynamic organization.

In my previous role at XYZ Investments, I successfully managed a diversified portfolio of over \$500 million, achieving an annual return that exceeded our benchmark by 3%. By implementing a strategic asset allocation model and conducting thorough market analysis, I was able to identify lucrative investment opportunities while effectively managing risk. Furthermore, I led a team project that redesigned our portfolio review process, which resulted in a 20% increase in client satisfaction scores and a significant reduction in turnaround time for reporting. These experiences have equipped me with the analytical and leadership skills necessary to excel as a Portfolio Manager at Acme Corporation.

I am particularly drawn to Acme Corporation's approach to sustainable investing and the emphasis on long-term client relationships. I am eager to bring my expertise in portfolio diversification and risk management to your team, ensuring that we not only meet but exceed our clients' expectations. I would be thrilled to discuss how my background and skills align with the goals of Acme Corporation.

Thank you for considering my application. I look forward to the opportunity to speak with you and explore how I can contribute to the success of your investment strategy at Acme Corporation.

Sincerely,

Jordan Mitchell