

Jordan Smith-Williams

January 16, 2026

Acme Corporation

RE: Relocation Credit Analyst

Dear Hiring Manager,

I am writing to express my interest in the Relocation Credit Analyst position at Acme Corporation, as advertised on LinkedIn. With a strong background in financial analysis and a passion for enhancing the relocation process for individuals and families, I am excited about the opportunity to contribute to your team. Acme's commitment to providing comprehensive relocation solutions aligns perfectly with my professional goals and values.

In my previous role at Global Relocation Services, I successfully analyzed credit applications for over 200 relocating employees, ensuring they received timely approvals and financial support within a highly competitive market. My attention to detail and analytical skills allowed me to identify discrepancies that resulted in saving the company over \$50,000 annually by reducing unnecessary financial risks. Additionally, I led a project to streamline our evaluation process, implementing a new software solution that reduced processing time by 30%, significantly enhancing the customer experience during their relocation.

I am particularly drawn to this role at Acme Corporation because of your innovative approach to relocation services and your commitment to employee satisfaction. I believe that my proactive approach and strong analytical abilities will allow me to make a meaningful impact on your team. I am eager to bring my expertise in credit analysis and my background in relocation to help Acme continue to be a leader in this field.

I look forward to the possibility of discussing my application further and exploring how my skills and experiences align with the goals of Acme Corporation. Thank you for considering my application for the Relocation Credit Analyst position.

Sincerely,

Jordan Smith-Williams