

Jordan A. Smith

January 16, 2026

Acme Corporation
RE: Treasury Analyst

Dear Hiring Manager,

I am writing to express my enthusiasm for the Treasury Analyst position at Acme Corporation, as advertised on LinkedIn. With a robust background in financial analysis and cash management, I am excited about the opportunity to contribute to your team and help drive the company's financial strategy forward.

In my previous role as a Treasury Coordinator at XYZ Financial Services, I successfully implemented a cash forecasting model that improved our accuracy by 30%. This initiative not only optimized our liquidity management but also enabled more strategic investment decisions, resulting in a 15% increase in our investment portfolio's return over the past year. My experience in reconciling bank statements and managing daily cash positions has equipped me with a keen eye for detail and the ability to anticipate financial trends, which I believe aligns perfectly with the responsibilities of the Treasury Analyst at Acme Corporation.

Additionally, I played a pivotal role in a project that streamlined our banking relationships by renegotiating terms with key banking partners, which led to a reduction in banking fees by 20%. This experience enhanced my negotiation skills and deepened my understanding of banking operations, making me well-suited to support Acme Corporation's treasury functions. I am eager to bring my analytical skills and proactive approach to your esteemed company.

I am very interested in the opportunity to discuss how my background and skills align with the needs of your team at Acme Corporation. Thank you for considering my application; I look forward to the possibility of speaking with you soon.

Sincerely,

Jordan A. Smith