

# Jordan Mitchell

January 16, 2026

Acme Corporation

RE: Career Change Loan Officer

Dear Hiring Manager,

I am writing to express my enthusiasm for the Career Change Loan Officer position at Acme Corporation, as advertised on your careers page. With a strong background in financial services and customer relations, I am excited about the opportunity to apply my skills in a new and impactful way within your esteemed organization.

In my previous role as a Financial Advisor with XYZ Financial, I successfully managed a portfolio of over 150 clients, guiding them through complex financial decisions and fostering trust through transparent communication. My commitment to understanding client needs led to a 30% increase in client retention rates over two years. Additionally, I spearheaded a community outreach initiative that educated over 200 individuals on responsible borrowing practices, which not only enhanced our company's reputation but also positioned us as a leader in financial literacy within the community.

Transitioning into the loan officer role aligns perfectly with my passion for helping individuals achieve their financial goals. I am particularly drawn to Acme Corporation's commitment to innovative loan solutions that empower clients to make informed decisions. I am eager to bring my analytical skills and customer-centric approach to your team, ensuring that clients receive tailored solutions that meet their unique financial needs.

I look forward to the possibility of discussing how my background, skills, and enthusiasms can contribute to the success of Acme Corporation. Thank you for considering my application. I hope to speak with you soon.

Sincerely,

Jordan Mitchell