

Jordan Smith

January 16, 2026

Acme Corporation

RE: Career Change Personal Banker

Dear Hiring Manager,

I am excited to apply for the Career Change Personal Banker position at Acme Corporation, as advertised on LinkedIn. With a strong background in customer service and financial management, I am eager to leverage my skills in a banking environment where I can contribute to your team's success while helping clients achieve their financial goals.

In my previous role as a Financial Advisor at XYZ Investments, I successfully managed a diverse portfolio of clients, increasing client retention rates by 30% through personalized financial planning and by fostering trust and open communication. My ability to analyze clients' financial situations and recommend tailored solutions directly resulted in a 25% increase in overall client satisfaction scores. Additionally, I led a team project aimed at streamlining our onboarding process, which reduced the time taken to set up new accounts by 15%, thereby enhancing the customer experience.

I am particularly drawn to this opportunity at Acme Corporation because of your commitment to community engagement and client education. I believe my proactive approach to identifying clients' needs and my dedication to providing effective financial solutions will align well with your mission. I am eager to bring my expertise in relationship management and my passion for helping others to your team.

I would love the opportunity to further discuss how my background, skills, and enthusiasms can contribute to the success of Acme Corporation. Thank you for considering my application; I look forward to the possibility of speaking with you soon.

Sincerely,

Jordan Smith