

Jordan Mitchell

January 16, 2026

Acme Corporation

RE: Commercial Banker

Dear Hiring Manager,

I am writing to express my enthusiasm for the Commercial Banker position at Acme Corporation, as advertised on LinkedIn. With over six years of experience in commercial banking and a proven track record of building strong client relationships, I am excited about the opportunity to contribute to your team and help drive financial success for your clients.

In my previous role at Financial Solutions Group, I successfully managed a diverse portfolio of commercial clients, leading to a 20% increase in revenue over two years. By implementing tailored financial solutions and proactive risk management strategies, I was able to reduce client default rates by 15%, ensuring both client satisfaction and portfolio stability. Additionally, I spearheaded a community outreach program that educated local businesses on available financing options, resulting in over \$1 million in new loans being secured for small businesses in our area.

I am particularly drawn to this position at Acme Corporation because of your commitment to customer-centric banking and innovation in financial services. I am eager to bring my expertise in credit analysis, relationship management, and strategic planning to your team. I believe that my proactive approach and focus on results align well with Acme's mission to provide exceptional value to clients.

I would welcome the opportunity to discuss how my background, skills, and enthusiasms align with the goals of Acme Corporation. Thank you for considering my application; I look forward to the possibility of contributing to your team and am excited to discuss this role further.

Sincerely,

Jordan Mitchell