

# Jordan A. Mitchell

January 16, 2026

Acme Corporation

RE: Entry Level Commercial Banker

Dear Hiring Manager,

I am writing to express my enthusiasm for the Entry Level Commercial Banker position at Acme Corporation, as advertised on your company's careers page. With a strong foundation in finance and a keen interest in commercial banking, I am excited about the opportunity to contribute to your team and support your clients in achieving their financial goals.

During my internship at XYZ Bank, I successfully assisted the commercial lending team by conducting credit analysis for small business clients. This experience enhanced my analytical skills, allowing me to evaluate financial statements and assess creditworthiness with precision. I also played a pivotal role in developing financial presentations for potential clients, which resulted in a 15% increase in loan applications during my tenure. Additionally, I collaborated with team members to streamline the loan processing system, which improved efficiency by reducing processing time by 20%.

I am particularly drawn to Acme Corporation due to its commitment to fostering long-term relationships with clients and supporting local businesses. I believe my proactive approach and dedication to customer service align well with your company's values. I am eager to contribute my skills in financial analysis and client management to help Acme achieve its mission of providing exceptional banking solutions.

I would appreciate the opportunity to discuss how my background and skills align with the needs of your team. Thank you for considering my application. I look forward to the possibility of contributing to Acme Corporation and am excited about the opportunity to further discuss my candidacy.

Sincerely,

Jordan A. Mitchell