

# Jordan Smith

January 16, 2026

Acme Corporation

RE: Entry Level Loan Officer

Dear Hiring Manager,

I am writing to express my enthusiasm for the Entry Level Loan Officer position at Acme Corporation, which I discovered on your careers page. As a recent graduate with a degree in Finance and a passion for helping individuals achieve their financial goals, I believe I am well-suited for this role and excited about the opportunity to contribute to your esteemed team.

During my academic career, I completed an internship at XYZ Bank, where I gained hands-on experience in evaluating loan applications and assisting clients with their financial needs. I successfully streamlined the application process, reducing processing time by 20%, which not only improved customer satisfaction but also allowed the team to handle a higher volume of applications. Additionally, I was recognized for my ability to create clear and effective communication with clients, helping them understand complex loan products and options—skills that I believe are essential for a Loan Officer.

Furthermore, I have a strong background in financial analysis, having completed various projects that required assessing credit reports and understanding lending regulations. My attention to detail and analytical skills enabled me to identify potential red flags in applications, which helped mitigate risk for the financial institution. I am eager to bring this analytical mindset to Acme Corporation, where I can support your mission of providing outstanding service to clients.

I am looking forward to the possibility of discussing how my background, skills, and enthusiasms align with the needs of your team. Thank you for considering my application. I hope to speak with you soon.

Sincerely,

Jordan Smith