

Jordan Taylor

January 16, 2026

Acme Corporation

RE: Entry Level Mortgage Loan Officer

Dear Hiring Manager,

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I am writing to express my enthusiasm for the Entry Level Mortgage Loan Officer position at Acme Corporation, which I discovered on your careers page. With a strong passion for the mortgage industry and a commitment to helping clients achieve their homeownership dreams, I am excited about the opportunity to contribute to your esteemed team.

During my recent internship at XYZ Financial Services, I gained hands-on experience in mortgage processing and customer service. I successfully assisted over 50 clients in completing their loan applications, ensuring all documentation was accurate and submitted on time. My attention to detail and ability to communicate complex information effectively resulted in a 30% reduction in processing times, earning praise from my supervisors. Additionally, I played a key role in a project aimed at optimizing our client onboarding process, which improved customer satisfaction ratings significantly.

I am particularly drawn to Acme Corporation's dedication to providing tailored mortgage solutions that empower clients. I am eager to bring my strong analytical skills and customer-centric approach to your team. I would love the opportunity to discuss how my background and goals align with the needs of your organization. Thank you for considering my application, and I look forward to the possibility of contributing to Acme Corporation as an Entry Level Mortgage Loan Officer.

Sincerely,

Jordan Taylor