

Jordan A. Smith

January 16, 2026

Acme Corporation

RE: Entry Level Personal Banker

Dear Hiring Manager,

I am excited to apply for the Entry Level Personal Banker position at Acme Corporation, which I discovered on your careers page. With a strong foundation in customer service and a keen interest in financial services, I am eager to contribute my skills to your esteemed team and help clients achieve their financial goals.

During my time as a customer service representative at XYZ Retail, I honed my ability to engage with clients and understand their needs. I successfully managed a portfolio of over 100 customers, providing tailored recommendations that increased customer satisfaction scores by 20%. Additionally, I completed a financial literacy course, which equipped me with a solid understanding of banking products, and I assisted clients in selecting the right options for their financial situations, leading to a 15% increase in product uptake in my department.

I am particularly drawn to Acme Corporation because of its commitment to community engagement and client education. I am eager to bring my proactive approach and strong communication skills to your team, helping to foster lasting relationships with clients and guiding them through their banking experiences. I would welcome the opportunity to discuss how my background and passion align with your team's goals.

Thank you for considering my application. I look forward to the possibility of discussing this exciting opportunity with you. I am eager to contribute to Acme Corporation's success and support your clients in their financial journeys.

Sincerely,

Jordan A. Smith