

Jordan A. Thompson

January 16, 2026

Acme Corporation

RE: Freelance To Full Time Mortgage Loan Officer

Dear Hiring Manager,

I am writing to express my enthusiasm for the Freelance To Full Time Mortgage Loan Officer position at Acme Corporation, which I discovered on your website. With over five years of experience in the mortgage industry, I am excited about the opportunity to contribute my skills and expertise to your esteemed team, particularly in a role that allows for professional growth and direct client engagement.

During my freelance career, I successfully managed over 100 mortgage applications, guiding clients through each step of the process while maintaining a 95% satisfaction rate. One particularly rewarding project involved assisting a first-time homebuyer navigate the complexities of securing a loan in a competitive market. By leveraging my strong relationships with various lenders, I was able to secure favorable terms that resulted in a streamlined transaction and a delighted client who later referred several friends. Additionally, I implemented an automated follow-up system for my clients that improved response times by 30%, enhancing overall client experience and retention.

I am thrilled at the prospect of bringing my proven track record of success, along with my passion for helping clients achieve their homeownership dreams, to the full-time role at Acme Corporation. I am eager to discuss how my experience and skills align with your team's goals and contribute to the continued success of your mortgage lending operations. Thank you for considering my application; I look forward to the opportunity for further discussion.

Sincerely,

Jordan A. Thompson