

# Jordan Mitchell

January 16, 2026

Acme Corporation

RE: Internship Loan Officer

Dear Hiring Manager,

I am writing to express my enthusiasm for the Internship Loan Officer position at Acme Corporation, as advertised on your careers page. With a strong interest in financial services and a commitment to helping clients achieve their financial goals, I am excited about the opportunity to contribute to your team while furthering my understanding of the loan process.

During my academic career at State University, I completed an internship at XYZ Financial where I supported a team of loan officers in processing loan applications. I successfully assisted in reviewing applicant financial documents, which not only improved my analytical skills but also led to a 20% reduction in processing time for loan approvals. This experience taught me the importance of attention to detail and effective communication when working with clients and colleagues alike. Additionally, I was involved in a project that streamlined our client follow-up procedures, resulting in a 30% increase in customer satisfaction ratings as noted in our post-transaction surveys.

I am particularly drawn to the Internship Loan Officer role at Acme Corporation because of your commitment to client education and transparent lending practices. I am eager to bring my passion for finance, my proactive approach to problem-solving, and my ability to work collaboratively in a team environment to your esteemed organization. I believe that my background in customer service, combined with my academic knowledge, will allow me to make meaningful contributions to your team.

I would appreciate the opportunity to discuss how my skills and experiences align with the goals of Acme Corporation. Thank you for considering my application. I look forward to the possibility of speaking with you soon.

Sincerely,

Jordan Mitchell