

# Jordan A. Smith

January 16, 2026

Acme Corporation

RE: Internship Personal Banker

Dear Hiring Manager,

I am writing to express my enthusiasm for the Internship Personal Banker position at Acme Corporation, as advertised on your careers page. With a strong interest in finance and customer service, I am eager to contribute to your team and help clients achieve their financial goals. I have a passion for building relationships, and I believe that my skills align perfectly with the responsibilities outlined in the job description.

During my time as a finance club member at my university, I led a team project that developed a financial literacy workshop aimed at students. This initiative not only improved attendance at club meetings by 40%, but also equipped over 100 students with crucial budgeting and savings strategies. Additionally, my role as a part-time cashier at a local bank has provided me with firsthand experience in customer interactions, where I successfully resolved customer inquiries and complaints, enhancing customer satisfaction and loyalty.

Furthermore, I recently completed an internship at a local credit union, where I assisted personal bankers in preparing client portfolios and conducting market analysis. This experience sharpened my analytical skills and deepened my understanding of personal banking products, such as loans and investment accounts. I received positive feedback for my ability to simplify complex financial concepts for clients, which I believe is essential for an effective Personal Banker.

I am excited about the potential to discuss how my background, skills, and enthusiasm can contribute to the success of Acme Corporation. Thank you for considering my application; I look forward to the opportunity for an interview.

Sincerely,

Jordan A. Smith