

Jessica M. Reynolds

January 16, 2026

Acme Corporation

RE: Mortgage Loan Officer

Dear Hiring Manager,

I am excited to apply for the Mortgage Loan Officer position at Acme Corporation, which I discovered on LinkedIn. With over five years of experience in the mortgage industry and a proven track record of excellence in loan origination and client service, I am eager to bring my expertise to your esteemed team. Acme Corporation's commitment to providing tailored mortgage solutions and fostering lasting relationships with clients greatly resonates with my professional philosophy.

In my previous role at Secure Lending Solutions, I successfully managed a diverse portfolio of clients, increasing loan origination by 35% within two years through effective relationship management and strategic marketing. By implementing a streamlined application process and providing personalized guidance, I was able to enhance the customer experience while ensuring compliance with all regulatory requirements. Additionally, I led a team initiative that improved our loan approval turnaround time by 20%, significantly increasing client satisfaction and retention rates.

I am particularly drawn to this role because I believe my skills in financial analysis and customer relations align perfectly with the goals of Acme Corporation. I am eager to leverage my expertise in FHA, VA, and conventional loans to assist your clients in achieving their homeownership objectives. I would greatly appreciate the opportunity to discuss how my background, skills, and enthusiasms can contribute to the continued success of Acme Corporation.

Thank you for considering my application. I look forward to the possibility of discussing this exciting opportunity with you and exploring how I can be a valuable asset to your team.

Sincerely,

Jessica M. Reynolds