

Jordan Smith

January 16, 2026

Acme Corporation

RE: No Experience Commercial Banker

Dear Hiring Manager,

I am writing to express my enthusiasm for the No Experience Commercial Banker position at Acme Corporation, which I discovered on your careers page. I am eager to begin my career in commercial banking with a reputable institution like yours, known for its commitment to innovation and customer satisfaction. The opportunity to contribute to your team and develop my skills in a dynamic environment excites me greatly.

During my academic career at State University, where I earned a degree in Finance, I consistently sought opportunities to apply my knowledge in practical settings. I participated in a student-led investment club where we managed a portfolio of \$10,000, achieving a 15% return over one year through thorough market analysis and strategic decision-making. Additionally, I completed an internship at a local credit union, where I assisted in client relationship management and conducted financial analyses that helped identify potential lending opportunities. These experiences honed my analytical skills and deepened my understanding of client needs in financial services.

I am particularly drawn to Acme Corporation's commitment to fostering long-term relationships with clients, and I am excited about the prospect of contributing to your team's success. I am confident that my strong work ethic, eagerness to learn, and passion for finance will make me a valuable addition to your organization. I look forward to the opportunity to discuss how I can further support Acme Corporation in achieving its goals. Thank you for considering my application.

Sincerely,

Jordan Smith