

Jordan Lee Thompson

January 16, 2026

Acme Corporation
RE: Personal Banker

Dear Hiring Manager,

I am excited to apply for the Personal Banker position at Acme Corporation, as advertised on your company's careers page. With a strong background in financial services and customer relationship management, I am eager to contribute my skills to your team and help clients achieve their financial goals.

In my previous role at Financial Solutions Group, I successfully managed a portfolio of over 200 clients, providing personalized banking services and advice. By proactively identifying client needs, I increased my clients' investments by an average of 20% over the course of a year through tailored financial planning and effective upselling of products. Additionally, I was recognized as the top performer in my branch for two consecutive quarters, which resulted in a significant increase in overall customer satisfaction scores.

Moreover, I played a key role in implementing a new CRM system that streamlined client interactions, allowing my team to improve response times by 30%. This initiative not only enhanced customer service but also contributed to a 15% growth in new account openings during my tenure. I believe that this experience equips me with a unique perspective on how to enhance client relationships and drive results at Acme Corporation.

I am enthusiastic about the opportunity to bring my expertise in personal banking to your esteemed company. I would love the chance to discuss how my background, skills, and enthusiasms align with the goals of Acme Corporation. Thank you for considering my application; I look forward to the possibility of contributing to your team.

Sincerely,

Jordan Lee Thompson