

# Jordan Smith

January 16, 2026

Acme Corporation

RE: Promotion Loan Officer

Dear Hiring Manager,

I am excited to apply for the Promotion Loan Officer position at Acme Corporation, which I discovered on your careers page. With five years of experience in the financial services sector and a keen understanding of promotional lending, I am eager to contribute to your team and help clients achieve their financial goals.

In my previous role at XYZ Bank, I successfully managed a portfolio of over 150 clients, achieving a 30% increase in loan approvals through targeted marketing strategies and personalized customer service. By implementing a streamlined process for assessing loan applications, I reduced the turnaround time for approvals by 20%, allowing us to enhance customer satisfaction and boost client retention. Additionally, I initiated a referral program that increased our new client base by 15% in just six months, demonstrating my ability to drive business growth through innovative solutions.

I am particularly drawn to the values and mission of Acme Corporation, as I believe that promoting responsible lending practices is essential for fostering long-term financial health in our communities. I am enthusiastic about the possibility of bringing my expertise in loan promotion and client relations to your esteemed company. I would welcome the opportunity 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 discussing my candidacy further and contributing to the continued success of Acme Corporation.

Sincerely,

Jordan Smith