

Jordan Avery

January 16, 2026

Acme Corporation

RE: Promotion Mortgage Loan Officer

Dear Hiring Manager,

I am excited to apply for the Promotion Mortgage Loan Officer position at Acme Corporation, as advertised on your careers page. With a deep passion for helping individuals achieve their homeownership dreams, I am eager to bring my extensive experience in mortgage lending and my proven track record in sales to your esteemed team.

In my previous role as a Mortgage Loan Originator at XYZ Bank, I successfully increased my branch's loan volume by 30% within just one year. This achievement was driven by my ability to build strong relationships with clients and real estate agents, ensuring a seamless loan process from application to closing. Furthermore, I implemented a customer referral program that generated an additional \$1 million in loans, showcasing my capability to not only meet but exceed sales targets.

Additionally, I have been recognized for my commitment to customer service, earning the 'Top Performer' award for two consecutive years. My approach involves thorough communication and personalized solutions, which have resulted in a 95% customer satisfaction rate. I believe these skills are essential for the Promotion Mortgage Loan Officer role at Acme Corporation, where fostering client relationships is paramount to driving business success.

I am eager to further 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 opportunity to contribute to your team and help clients navigate their mortgage needs.

Sincerely,

Jordan Avery