

# Jordan Mitchell

January 16, 2026

Acme Corporation

RE: Promotion Personal Banker

Dear Hiring Manager,

I am excited to submit my application for the Promotion Personal Banker position at Acme Corporation, which I discovered on your careers page. With a passion for providing exceptional customer service and a proven track record in banking, I am eager to contribute to your team and help drive client engagement and satisfaction.

In my previous role as a Personal Banker at XYZ Bank, I successfully increased customer retention rates by 25% over a two-year period by developing personalized banking solutions tailored to individual client needs. I initiated a referral program that encouraged existing clients to recommend our services, resulting in a 15% increase in new account openings. My ability to build strong relationships with clients and proactively identify their financial goals enabled me to deliver exceptional service while achieving significant growth for the bank.

Additionally, I played a pivotal role in launching a financial education seminar series aimed at empowering clients with financial literacy. This initiative not only enhanced our reputation within the community but also led to a 30% spike in attendance at our branch events. These experiences have equipped me with the skills necessary to effectively promote banking products while ensuring clients feel valued and informed.

I am enthusiastic about the opportunity to discuss how my background, skills, and achievements align with the goals of Acme Corporation. Thank you for considering my application. I look forward to the possibility of contributing to your team as a Promotion Personal Banker and am eager to explore how I can help further enhance your client engagement strategies.

Sincerely,

Jordan Mitchell