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| **robert smith**  **Commercial Loan Officer** | Phone: (123) 456 78 99  Email: info@qwikresume.com  Website: [www.qwikresume.com](http://www.qwikresume.com)  LinkedIn: linkedin.com/qwikresume  Address: 1737 Marshville Road, Alabama |

[Today’s Date]

[341 Company Address]  
[Company City, State xxxxx]  
[(xxx) xxx-xxxx]  
[hiring.manager@gmail.com]

Dear [Mr./Mrs./Ms.] [Hiring Manager’s Name],

I proceeded to submit my application for your consideration after discovering that your company was looking for a new Commercial Loan Officer position. As a Commercial Loan Officer, I worked for more than seven years in the banking sector at XYZ Bank, and I can confidently say that I have the expertise and technical skills to fill the role in your company.

In my previous work experience, I gained a great deal of new knowledge and software relevant to banks and specifically geared towards credit or loans. As a result of my ability to attract and manage clients, I assisted my bank in growing its income by 22%. I also analyze data and statistics, To recognize and anticipate the risks.

Below are some of my accomplishments and relevant qualifications-

* Gather and record all information regarding the client which is relevant to the loan.
* Review the documents and decide to sanction the loan.
* Verify if it would be feasible to issue a loan, the client's financial situation, credit score, and asset valuation are analyzed.
* Guarantees prompt loan closure and financing procedures.

I'm a determined and results-driven person, and I do not doubt that I can provide value to your Bank. I am excited to put my knowledge and expertise to work for your business's expansion and success. I hope we could meet in person so that I can give you additional details about my qualifications and credentials.

I appreciate your time and consideration.

Sincerely,

[Your Name]